Estate Master Enterprise Database

User Manual

EstateMaster

www.estatemaster.com

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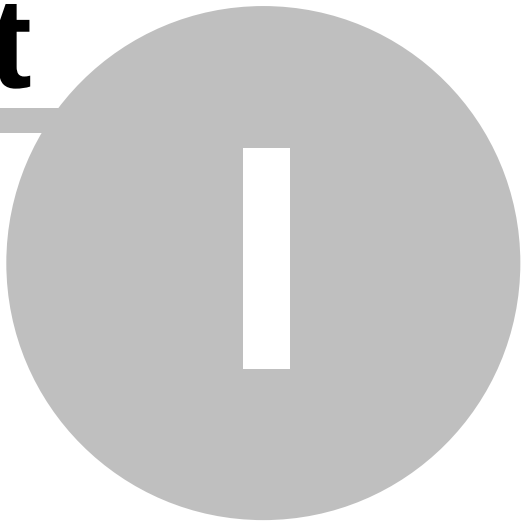
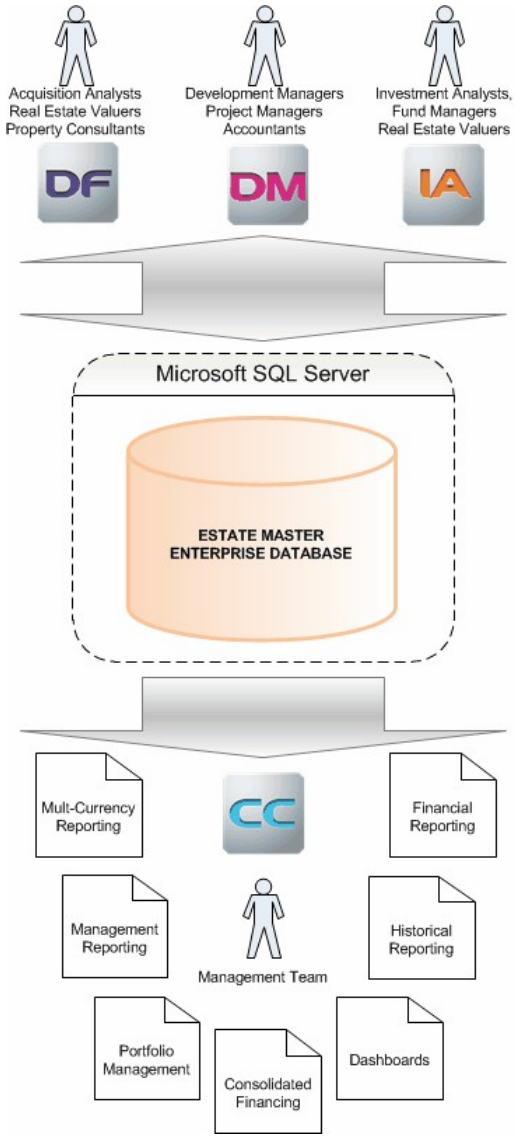
Part



1 Introduction to Estate Master Enterprise Database

This operations manual is a guide for using the Estate Master Enterprise Database.



What is the Estate Master Enterprise Database?

The Estate Master Enterprise Database has two main purposes:

1. **Safe Storage and Retrieval of Estate Master Data:** When connecting to it via the Estate Master DF (Development Feasibility), DM (Development Management) and Estate Master IA (Investment Appraisal) software, it is a data management tool that allows the user to store development, valuation, feasibility and investment cash flows in a secure and central location, and allow them to retrieve them at any time.
2. **The Basis of Powerful Reporting**: When connecting to it with Estate Master CC (Corporate Consolidation), users can generate powerful consolidate and comparison reports for selected cash flows, projects or portfolios to calculate forecasted and actual investment returns including, development profit, internal rate of return and net present value. Without the Enterprise Database, users cannot take advantage of the many benefits that Estate Master CC can provide to all users.

Who can use it?

The Estate Master Enterprise Database is users who have the **Enterprise Database Integration Module** licensed for either Estate Master DF and DM version 3.xx and above, or Estate Master IA version 2.xx and above, to archive all input and cash flow data created by these products.

To be able to generate reports on the data in the Enterprise Database, users will need to purchase a separate licence for Estate Master CC.

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Who should use it?

The Estate Master Enterprise Database should be used by all users of Estate Master DF, DM or IA, no matter how small or large an organisation or simple or detailed their feasibilities, projects, investments or valuations are.

Here are several reasons why:

- There is a misconception that the Enterprise Database is only required if a user has Estate Master CC. This is incorrect, as a user of Estate Master DF, DM and IA can easily take advantage of just the data storage capabilities of the Enterprise Database.
- If no proper file management and backup system exists in an organisation, documents/files can easily be mistakenly deleted, lost or overwritten. The Enterprise Database provides a supplementary method to storing your valuable Estate Master cash flow data in a Microsoft SQL database.
- The database maintains a full history of data that is exported to it - no data is ever overwritten. This allows a previous version of an Estate Master cash flow model to be retrieved at any time if required.
- The data entered in Estate Master cash flow models (DF, DM and IA) is very valuable to an end user, and more importantly, to an organisation. It includes forecasted and actual costs and revenues, hurdle rates and actual returns. By storing it in a central database (as opposed to standalone files saved across a server or personal computers), this historical data can be easily 'queried' to provide research information for future projects, feasibilities or valuations.
- The benefits of the Estate Master CC software are not confined to users dealing with large and complex feasibilities, projects, investments or valuations. Being able to effectively report on a multi-stage project or model a multitude of development scenarios is not possible with the Enterprise Database as the data backend and Estate Master CC as the reporting front-end.

If you have any queries or suggestions for improvements, please contact us:

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1.1 Typical Setup Scenarios

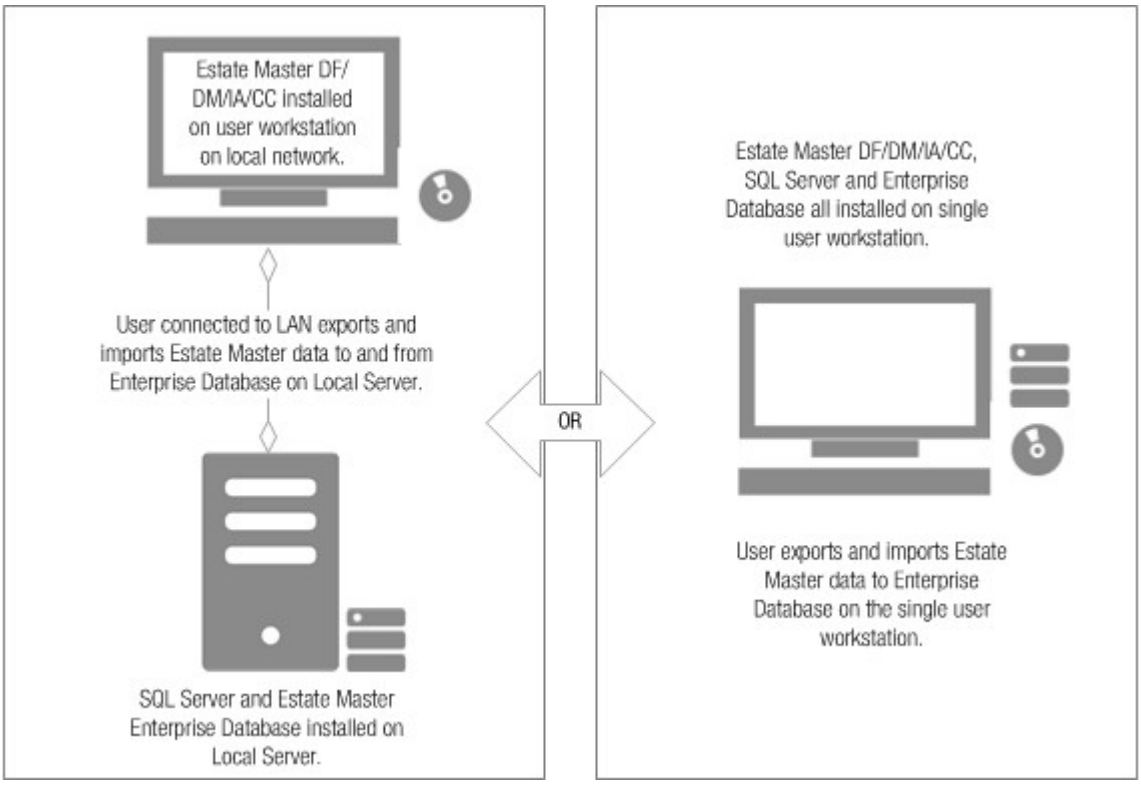
1.1.1 Single User - Single Site - Single Database

Suitable For	
Company Size	Small
Number of Offices	1
Number of Estate Master DF/DM/IA/CC Users	1
Has Dedicated Server	Not Essential
Number of Estate Master Databases	1

This scenario is where the Enterprise Database is to be used by only one person and is configured on their standalone PC or a networked server for them to solely connect to.

If a server is available on the local network and it can support SQL Server, then the Enterprise Database can be installed on that server, with the Estate Master DF/DM/IA/CC user connecting to it over the LAN.

Alternatively, if no server is available or it is preferred to setup SQL Server on a dedicated workstation, then the Enterprise Database can be installed on the same workstation that has Estate Master DF/DM/IA/CC installed.


Estate Master DF/ DM/IA/CC installed on user workstation on local network.
User connected to LAN exports and imports Estate Master data to and from Enterprise Database on Local Server.
SQL Server and Estate Master Enterprise Database installed on Local Server.
OR
Estate Master DF/DM/IA/CC, SQL Server and Enterprise Database all installed on single user workstation.
User exports and imports Estate Master data to Enterprise Database on the single user workstation.

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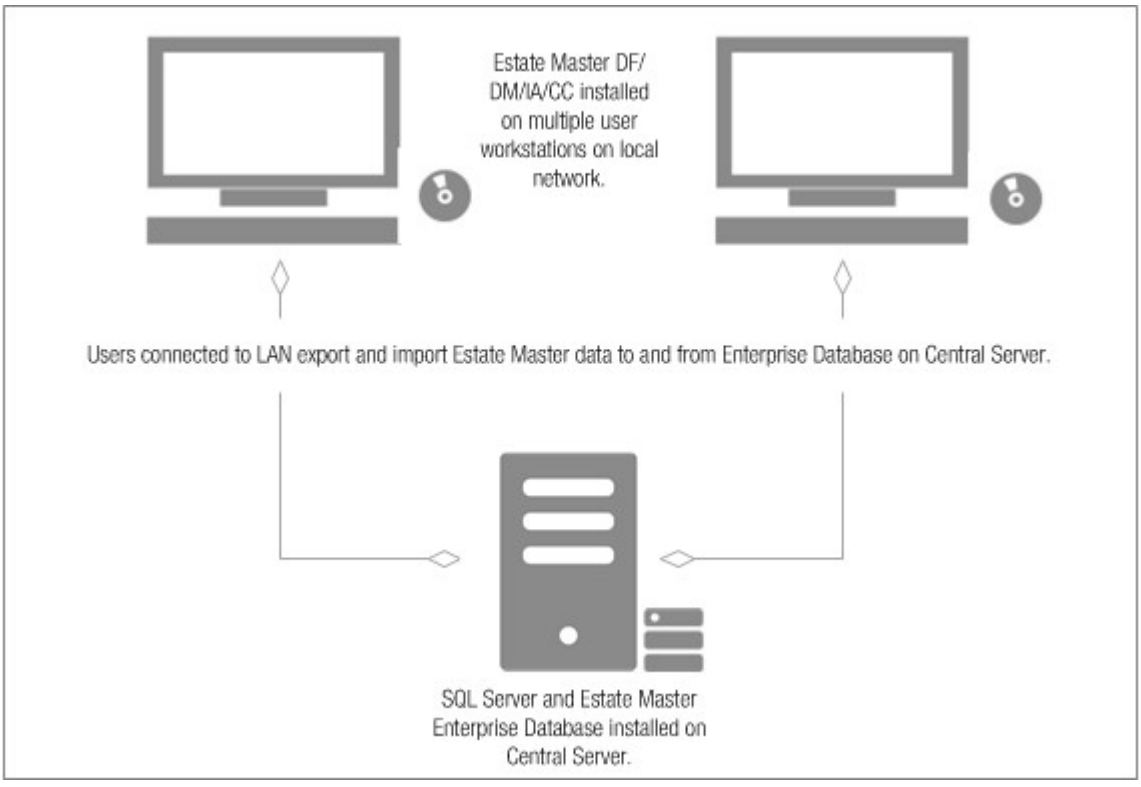
1.1.2 Multi User - Single Site - Single Database

Suitable For	
Company Size	Small-Medium
Number of Offices	1
Number of Estate Master DF/DM/IA/CC Users	Multiple
Has Dedicated Server	Yes
Number of Estate Master Databases	1

This scenario is where the Enterprise Database is to be used by multiple users of the same organisation at one location (office/site), and it is configured on single a networked server for them to all connect to.

It assumes that a server is available on the local network that can support SQL Server and the Enterprise Database, with the Estate Master DF/DM/IA/CC users connecting to it over the LAN.


Estate Master DF/ DM/IA/CC installed on multiple user workstations on local network.
Users connected to LAN export and import Estate Master data to and from Enterprise Database on Central Server.
SQL Server and Estate Master Enterprise Database installed on Central Server.

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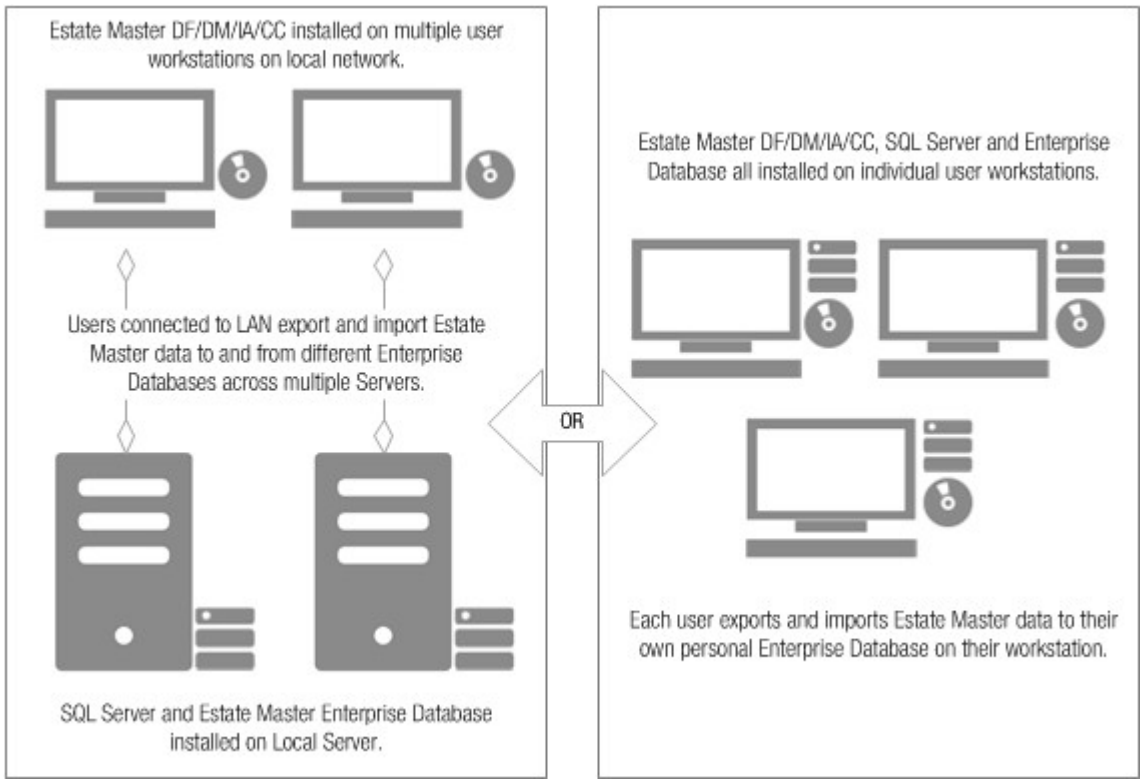
1.1.3 Multi User - Single Site - Multi Database

Suitable For	
Company Size	Small-Medium
Number of Offices	1
Number of Estate Master DF/DM/IA/CC Users	Multiple
Has Dedicated Server	Yes
Number of Estate Master Databases	Multiple

This scenario is where the Enterprise Database is to be used by multiple users of the same organisation at one location (office/site), but there is no requirement to have only a single database on a central server. The Enterprise Databases can then either be setup:

- On each user's standalone PC (so they each of their own personal database), and / or
- Multiple Enterprise Databases can be setup on networked servers assigned to different groups of users (e.g. internal divisions) to connect to. It assumes that a server is available on the local network that can support SQL Server and the Enterprise Database, with the Estate Master DF/DM/IA/CC users connecting to it over the LAN.


Estate Master DF/DM/IA/CC installed on multiple user workstations on local network.
Users connected to LAN export and import Estate Master data to and from different Enterprise Databases across multiple Servers.
SQL Server and Estate Master Enterprise Database installed on Local Server.
OR
Estate Master DF/DM/IA/CC, SQL Server and Enterprise Database all installed on individual user workstations.
Each user exports and imports Estate Master data to their own personal Enterprise Database on their workstation.

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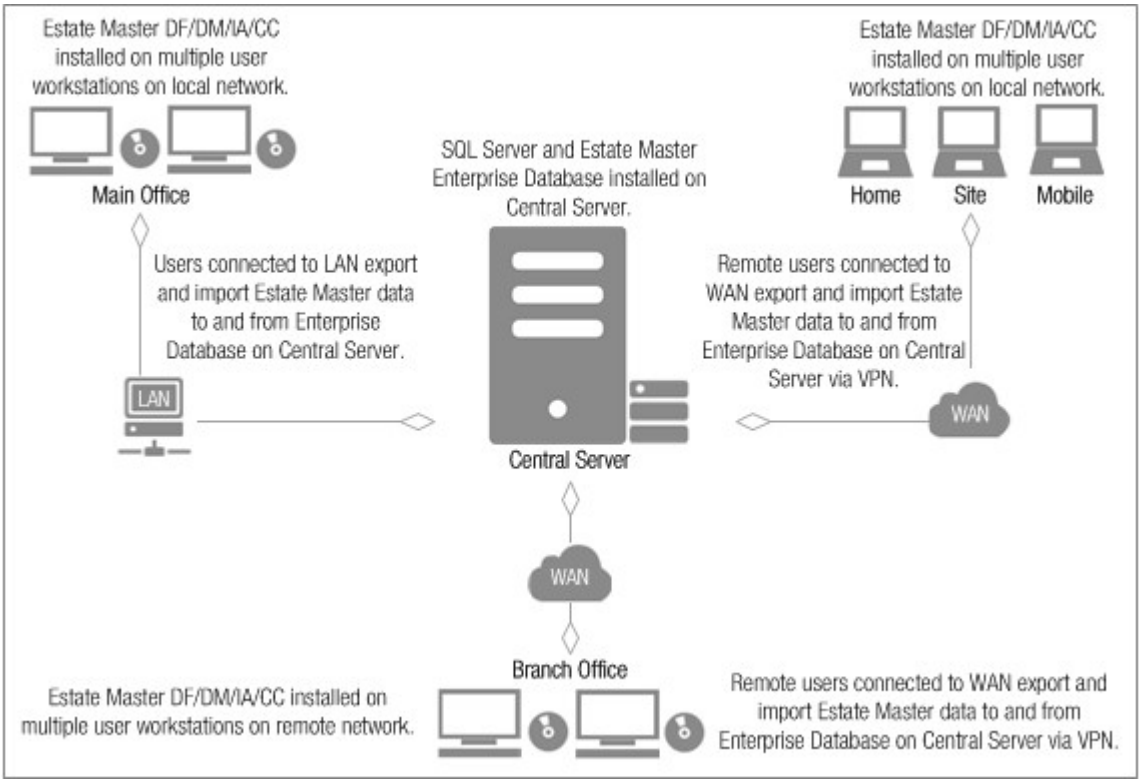
1.1.4 Multi User - Multi Site - Single Database

Suitable For	
Company Size	Medium-Large
Number of Offices	Multiple
Number of Estate Master DF/DM/IA/CC Users	Multiple
Has Dedicated Server	Yes
Number of Estate Master Databases	1

This scenario is where the Enterprise Database is to be used by multiple users of the same organization across multiple offices/sites, and it is configured on a single networked server for them to all connect to, either locally through their LAN or remotely through their WAN.

Multiple offices/sites include other offices or branches (national or international) or remote locations, such as home offices, site offices or mobile users.


Estate Master DF/DM/IA/CC installed on multiple user workstations on local network.
Main Office
SQL Server and Estate Master Enterprise Database installed on Central Server.
Estate Master DF/DM/IA/CC installed on multiple user workstations on local network.
Home
Site
Mobile
Users connected to LAN export and import Estate Master data to and from Enterprise Database on Central Server.
LAN
Central Server
Remote users connected to WAN export and import Estate Master data to and from Enterprise Database on Central Server via VPN.
WAN
WAN
Branch Office
Estate Master DF/DM/IA/CC installed on multiple user workstations on remote network.
Remote users connected to WAN export and import Estate Master data to and from Enterprise Database on Central Server via VPN.

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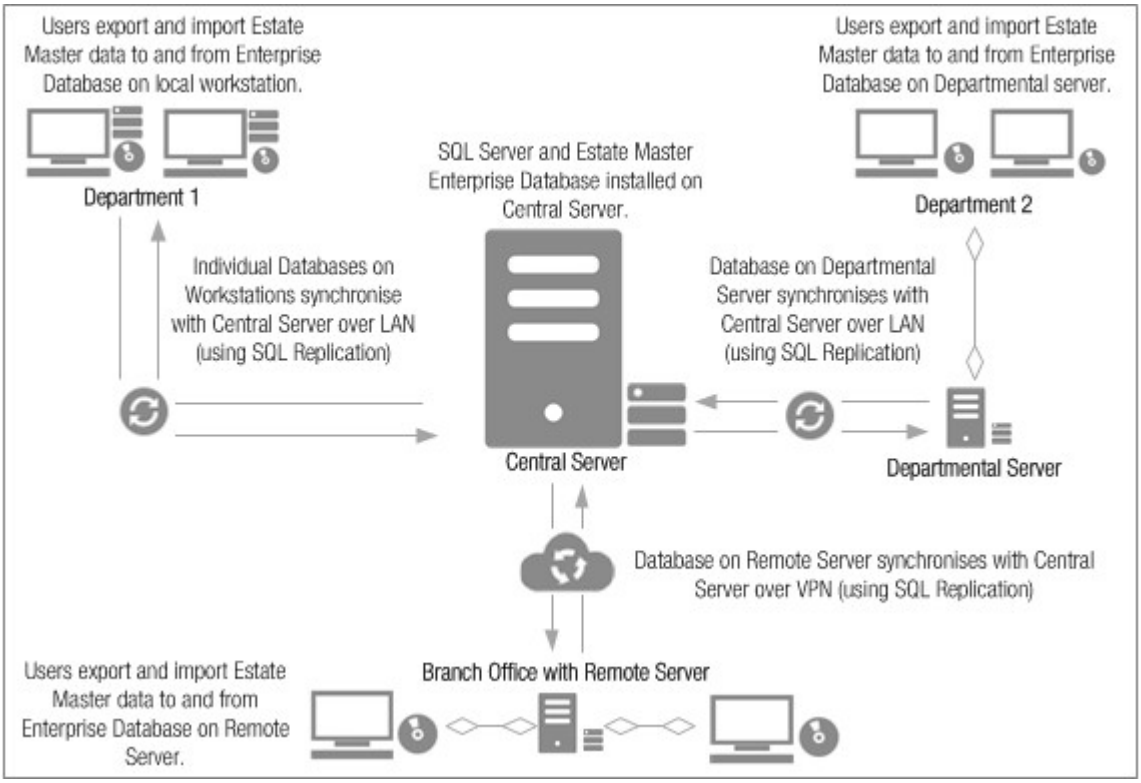
1.1.5 Multi User - Multi Site - Multi Database

Suitable For	
Company Size	Medium-Large
Number of Offices	Multiple
Number of Estate Master DF/DM/IA/CC Users	Multiple
Has Dedicated Server	Yes
Number of Estate Master Databases	Multiple

This scenario is where the Enterprise Database is to be used by multiple users of the same organisation at multiple offices/sites, where there is no requirement to have only a single one on a central server. The Enterprise Databases can then either be setup:

- On each users standalone PC (so they each of their own copy), and / or
- Multiple Enterprise Databases can be setup on networked servers assigned to different groups of users (e.g. internal divisions) to connect to. It assumes that a server is available on the local network that can support SQL Server and the Enterprise Database, with the Estate Master DF/DM/IA/CC users connecting to it over the WAN.

If there are multiple offices within an organisation that each house a server, an option may be to install the Estate Master Enterprise Database at each location and then synchronise it with a main central server using SQL Replication. This will allow users to connect to their own local Enterprise Database over a LAN and then have it synchronise over a WAN to the main database when there is less bandwidth activity (i.e. after hours).


Users export and import Estate Master data to and from Enterprise Database on local workstation.
Department 1
SQL Server and Estate Master Enterprise Database installed on Central Server.
Users export and import Estate Master data to and from Enterprise Database on Departmental server.
Department 2
Individual Databases on Workstations synchronise with Central Server over LAN (using SQL Replication)
Database on Departmental Server synchronises with Central Server over LAN (using SQL Replication)
Central Server
Departmental Server
Database on Remote Server synchronises with Central Server over VPN (using SQL Replication)
Users export and import Estate Master data to and from Enterprise Database on Remote Server.
Branch Office with Remote Server

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1.1.6 Using Multiple Databases

Creating multiple Estate Master Enterprise Databases on a LAN/WAN (whether on individual PC's or on separate Servers) has several pros and cons:

Pros

- Allows for better segregation of data between unrelated business divisions.
- Allows a user to have their own personal copy of an Enterprise Database for their own analysis, but also have the option to connect to a central one if required. For example, users may wish to use their own Enterprise Database for storing multiple development scenarios in DF or development stages in DM, and then use CC to report on them, but then may want to store the final approved 'options' or 'stages' in a 'corporate' Enterprise Database on another central server.

Cons

- Multiple databases are more difficult to manage (extra databases to monitor and backup, etc).
- Multiple databases running on the same machine can slow down the performance of it.
- Merging multiple SQL databases into a single one is not a simple process if it is ever required in the future.
- Reporting on data that exists across multiple SQL Servers is difficult (cannot be done using Estate Master CC).

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1.2 System Requirements

To install and operate Estate Master Enterprise Database efficiently, the following is recommended:

- PC or Server with an Intel Core 2 Duo (3GHz) or Quad (2.4Ghz) minimum processor (or equivalent)
- Microsoft Windows 2000 or later operating system (depends on version of SQL Server you wish to operate).
- Estate Master DF or DM 3.1 or higher or IA 2.1 or higher (to export data from and import the data to).
- Microsoft .Net Framework 3.5 Service Pack 1.
- Microsoft SQL Server 2005/2008/2102 Standard/Enterprise or SQL Server Express 2005/2008/2012.
- 8GBMb RAM or higher.
- Modem and internet connection (for downloading files and obtaining tech support).

SQL Server Standard or SQL Express Edition?

Before installing SQL Server on your network, please consider the differences between both the full version and the express edition version.

Edition	SQL Server 2008/2012	
	Express	Standard/Enterprise
Licensing	Free	Licence Required
Max Database Size	10 GB	524 PB
Max RAM Used	1 GB	64 GB
Max Number of CPU's Used	1	4

The Express Edition is usually sufficient for small companies that have less than 10 Estate Master users storing data on an infrequent basis. However for larger companies, it is recommended that the Standard/Enterprise editions are used, so that the additional database size, CPU and RAM allocation can be taken advantage of.

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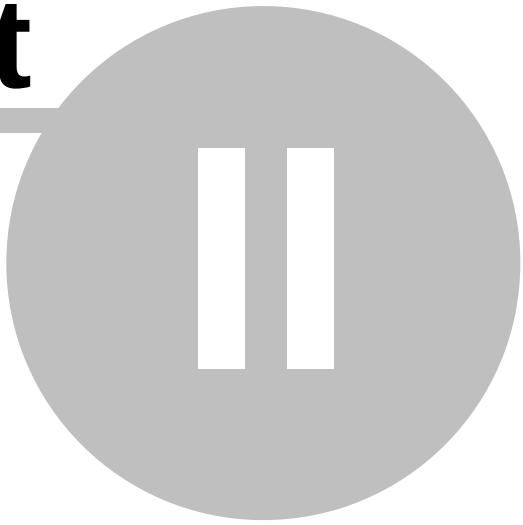
Part



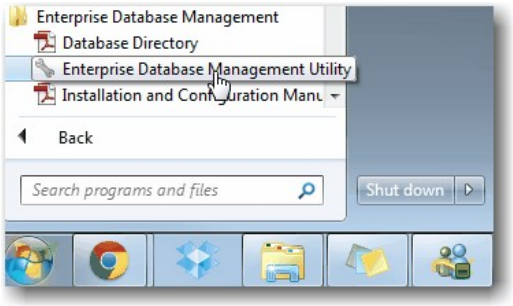
2 Installation and Configuration

2.1 The Database Management Utility

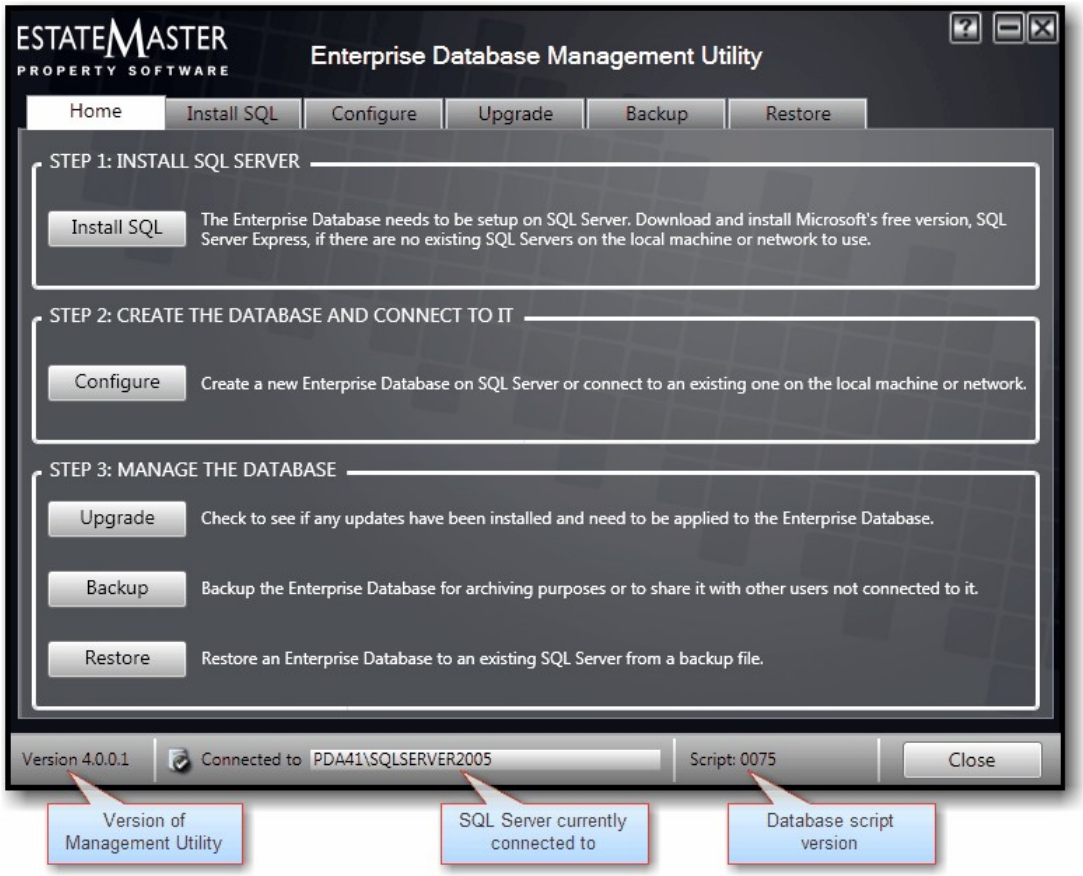
To setup the Estate Master Enterprise Database on your network, a Database Management Utility is installed when you install any Estate Master software product. It will allow you to:

1. **Install** SQL Server on your system.
2. **Configure** a connection to the Estate Master Enterprise Database.
3. **Upgrade** the Estate Master Enterprise Database when updates are released.
4. **Backup** the Estate Master Enterprise Database.
5. **Restore** the Estate Master Enterprise Database.

The Management Tool can be accessed via the Estate Master menu in Windows Start Programs.



When started, it will load on the 'Home' tab.


ESTATEMASTER
PROPERTY SOFTWARE
Enterprise Database Management Utility
Home
Install SQL
Configure
Upgrade
Backup
Restore
STEP 1: INSTALL SQL SERVER
Install SQL
The Enterprise Database needs to be setup on SQL Server. Download and install Microsoft's free version, SQL Server Express, if there are no existing SQL Servers on the local machine or network to use.
STEP 2: CREATE THE DATABASE AND CONNECT TO IT
Configure
Create a new Enterprise Database on SQL Server or connect to an existing one on the local machine or network.
STEP 3: MANAGE THE DATABASE
Upgrade
Check to see if any updates have been installed and need to be applied to the Enterprise Database.
Backup
Backup the Enterprise Database for archiving purposes or to share it with other users not connected to it.
Restore
Restore an Enterprise Database to an existing SQL Server from a backup file.
Version 4.0.0.1
Connected to PDA41\SQLSERVER2005
Script: 0075
Close
Version of Management Utility
SQL Server currently connected to
Database script version

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2.2 Install SQL

The Estate Master Enterprise Database requires Microsoft SQL Server to be installed somewhere on your network for it be setup and configured on it.

Steps to Install SQL

1. Click on the [Install SQL] button or tab on the Home screen

STEP 1: INSTALL SQL SERVER
Install SQL
The Enterprise Database needs to be setup on SQL Server. Download and install Microsoft's free version, SQL Server Express, if there are no existing SQL Servers on the local machine or network to use.

2. The Install SQL screen will show any an existing SQL Servers on the Local Machine and on the Local Network.

ESTATEMASTER
PROPERTY SOFTWARE
Enterprise Database Management Utility
Home
Install SQL
Configure
Upgrade
Backup
Restore
The Estate Master Enterprise Database needs to be setup on an SQL Server. You can download and install Microsoft's free version, SQL Server Express, or you can use an existing SQL Server that has been already setup on your local machine or network.
Download and Install SQL Server Express
I would like to download and install SQL Server Express on this Local Machine
Use Existing SQL Server (Skip Download/Install)
I want to skip the download/install of SQL Server and proceed to using an existing SQL Server detected on my Local Machine or Network
The following SQL Servers have been detected
On Local Machine
PDA54\SQLEXPRESS
On Local Network
EMDEV2K8\SQL2005
EMDEV2K8\SQL2008
EMSBS2K8\ESTATEMASTER
EMSBS2K8\HILLPDA
PDA22
PDA37\DEV_2008
PDA37\TEST_2008
PDA37\UAT_2008
List of existing SQL Servers
Next
Version 4.0.0.1
Connected to PDA41\SQLSERVER2005
Script: 0075
Close

3. Two options will be available:

1) Download and Install SQL Server Express

You would select this option if you do not already have a SQL Server setup anywhere on your local machine or network. You may also select this option if you wish to install an additional SQL Server on your local machine or network, and not use any existing ones. This is usually done when a user wishes to create their own personal Enterprise Database on a standalone instance of SQL Server or if any existing SQL Servers are used exclusively for other purposes.

2) Use Existing SQL Server (Skip Download/Install)

You would select this option if you wish to utilise one of the existing SQL Servers that the utility has discovered on your local machine or network. This would be the preferred option where possible, as it is always recommended to minimise the amount of SQL Servers on a network.

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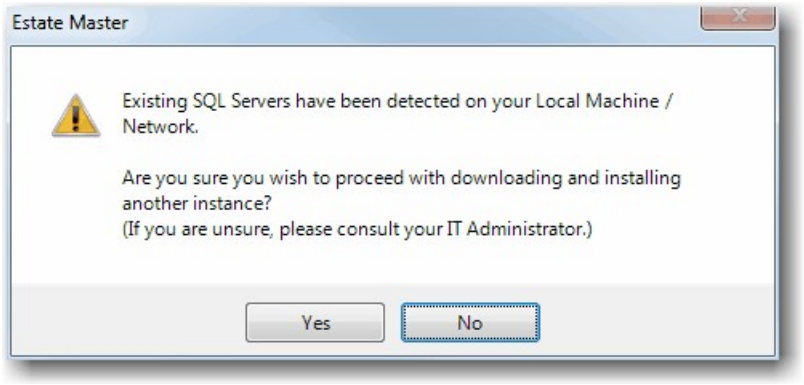
4. Once the preferred option is select, click the [Next] button:

   ➢ If you selected 'Download and Install SQL Server Express', it will take you to a webpage where you can download the latest version of Microsoft's free SQL Server Express edition.

   If existing SQL Servers were detected and you still selected to download and install SQL, the utility will warn you to confirm whether you want to install an additional instance or not.


Estate Master
Existing SQL Servers have been detected on your Local Machine / Network.
Are you sure you wish to proceed with downloading and installing another instance?
(If you are unsure, please consult your IT Administrator.)
Yes
No

   ➢ If you selected 'Use Existing SQL Server', it will take you to the 'Configure' screen.

Important Notes
• For instructions on installing SQL Server Express Edition, please refer to the Advanced Instructions section.

2.3 Configure

Once a Microsoft SQL Server has been installed or you choose to utilise an existing one, the next step is to setup and connect to the Estate Master Enterprise Database on that SQL Server.

Steps to Configure

1. Click on the [Configure] button or tab on the Home screen

STEP 2: CREATE THE DATABASE AND CONNECT TO IT
Configure
Create a new Enterprise Database on SQL Server or connect to an existing one on the local machine or network.

2. The 'Configure' screen will provide the user with 2 options to proceed:

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ESTATEMASTER
PROPERTY SOFTWARE
Enterprise Database Management Utility
Home
Install SQL
Configure
Upgrade
Backup
Restore
Once SQL Server has been installed or you already have an existing one to use, you will need to create the Estate Master Enterprise Database on it. You can also change your settings to connect to any other existing Estate Master Enterprise Database on your local machine or network.
Create New Database
I want to create a new Estate Master Database on an existing SQL Server.
1) An Enterprise Database has not been created anywhere else on my network, or
2) I wish to purposely create an additional Enterprise Database.
Connect to Existing Database
I want to connect to an existing Estate Master Enterprise Database on an existing SQL Server.
Next
Version 4.0.0.1
Connected to PDA41\SQLSERVER2005
Script: 0075
Close

1) Create New Database

You would select this option if an Enterprise Database does not exist anywhere else on the network, or you wish to intentionally create an additional one.

2) Connect to Existing Database

You would select this option if an Enterprise Database does exist on the network or your local machine, and you wish to connect to it.

3. Once the preferred option is selected, click the [Next] button.

Multiple Databases
It is highly recommended that only 1 Estate Master Enterprise Database be configured on your Network. **DO NOT** configure a new Estate Master Enterprise Database before first consulting with your Network Administrator to avoid installing and configuring multiple databases.

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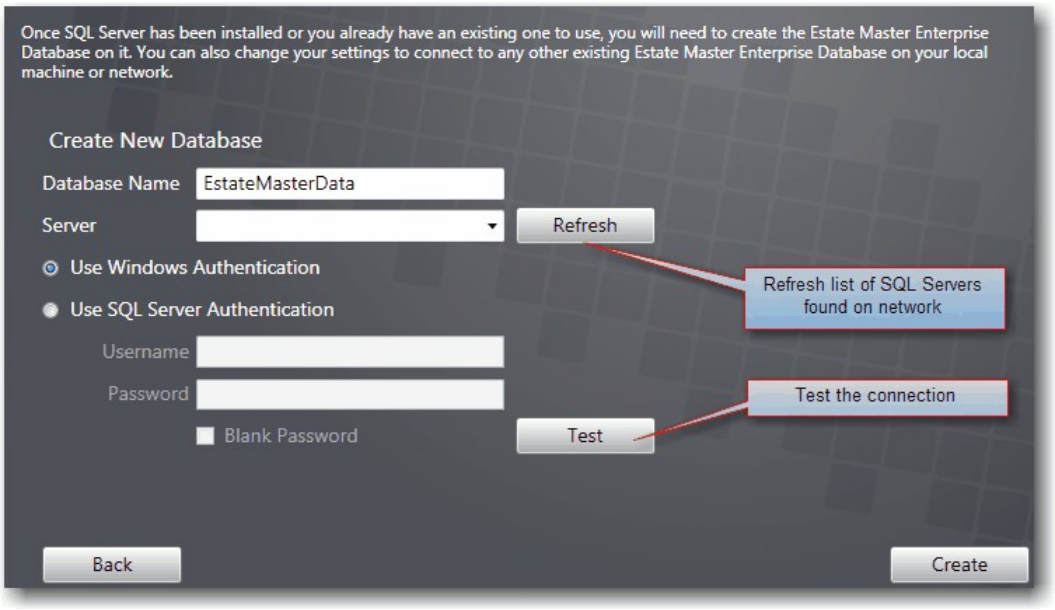
2.3.1 Create New Database

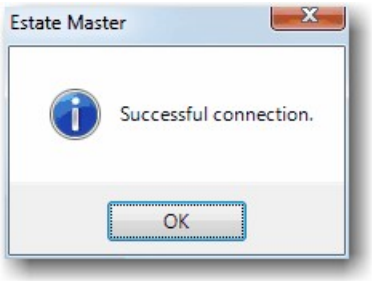
1. In the available fields:

   - Select from the list the Server that you wish to create a new Enterprise Database. Click [Refresh] to update the list if necessary.
     - If SQL Server is installed then select the SQL Server name from the 'Server' list.
     - If SQL Server is not installed (ie SQL Server Express Edition is installed instead) then type server name\SQLEXPRESS in the 'Server' box.
     - If SQL Server Express is installed on the local machine you are on, then the "server name" should be replaced with a "." (eg .\SQLEXPRESS)
   - Enter security information to log on to the server. If using SQL Server Authentication, a username and password will be required. Please consult your Database Administrator if this is not known.


Once SQL Server has been installed or you already have an existing one to use, you will need to create the Estate Master Enterprise Database on it. You can also change your settings to connect to any other existing Estate Master Enterprise Database on your local machine or network.
Create New Database
Database Name
EstateMasterData
Server
Refresh
Use Windows Authentication
Use SQL Server Authentication
Username
Password
Blank Password
Test
Refresh list of SQL Servers found on network
Test the connection
Back
Create

2. Click [Test].

   If it can establish a connection, the following message will appear:



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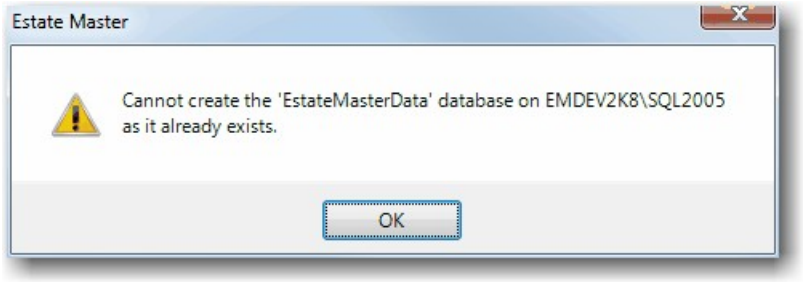
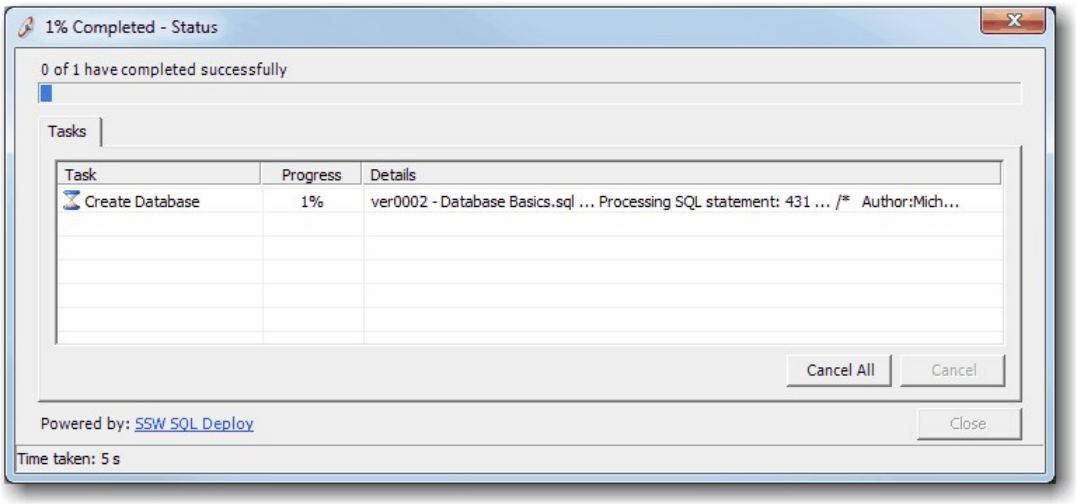
3. Click [Create].

   It will first check if the Enterprise Database already exists on the selected server. If one does, the following message will appear:



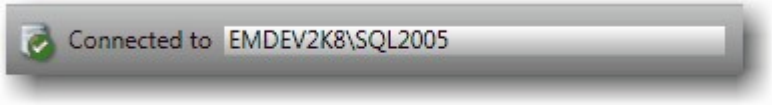
   If it doesn't exist, it will proceed to create it. Once the process is completed, click [Close] to close the screen.



Access Denied Error

- If an 'Access Denied' error message appears when trying to create, backup or restore the Estate Master Enterprise Database, the user may not have the proper permissions within SQL to 'create a database'.
- To adjust these permissions, please refer to the Advanced Instructions

4. The Estate Master Enterprise Database should now be installed and setup on your network. You should be successfully connected to it and the status bar will show the current connection.



Status Bar

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6. The database configuration file (EMDB.ini) will be saved in the <Common Files Folder>\System\Datastore directory of the system where it was configured and is ready to be distributed to those who will be using the Estate Master Enterprise Database (refer to notes below).

The Database Configuration File

The Database Configuration File (EMDB.ini) that gets created in the <Common Files Folder>\System\Datastore directory (e.g C:\Program Files\Common Files\System\Datastore) after setting up the Estate Master Enterprise Database on a server contains important information (i.e. the SQL connection string) that allows users of the Estate Master DF, DM, IA and CC software to connect to the database when exporting, importing and reporting cash flow data.

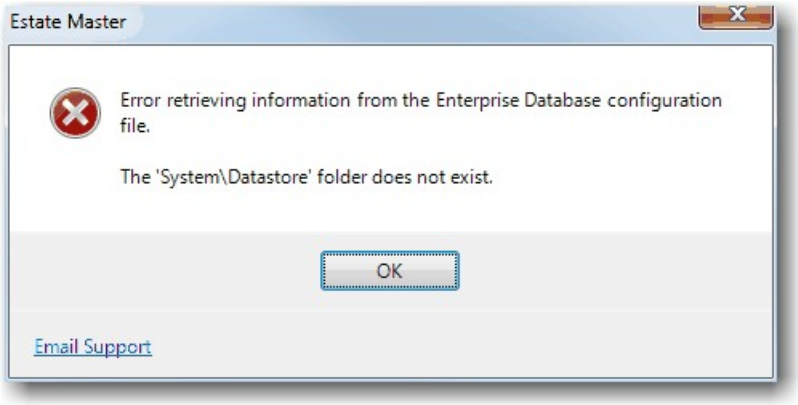
When the Estate Master Enterprise Database is set up and the configuration file is created, it is advised that the IT Administrator copy the EMDB.ini file from this directory and place it in the same directory of the other workstations/servers that will be running the Estate Master DF, DM or CC software.

For 32-bit machines: C:\Program Files\Common Files\System\Datastore

For 64-bit machines: C:\Program Files (x86)\Common Files\System\Datastore

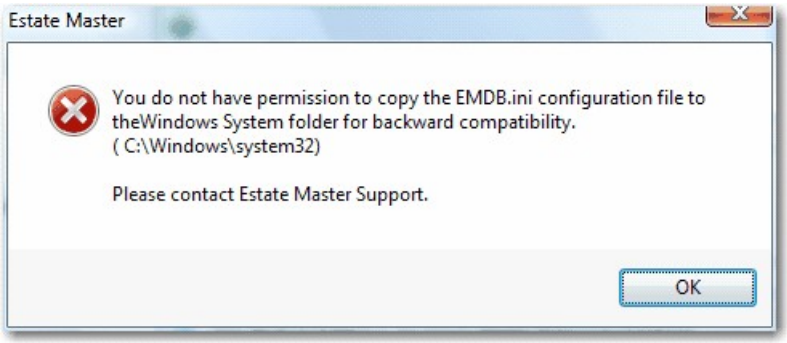
This will then allow these other workstations/servers to connect to the Estate Master Enterprise Database without having any further configuration, depending on your network environment (e.g. security permissions).

If the <Common Files Folder>\System\Datastore folder is not found when running the Database Management Tool, then the following message will appear:


Estate Master
Error retrieving information from the Enterprise Database configuration file.
The 'System\Datastore' folder does not exist.
OK
Email Support

Backward Compatibility

In previous versions of the software, the EMDB.ini was stored in the Windows System folder (e.g C: Windows\System32). To ensure backward compatibility, the EMDB.ini is now copied to this folder when it is created. If the user doesnt have permissions to the Windows System folder, the following message will appear:


Estate Master
You do not have permission to copy the EMDB.ini configuration file to theWindows System folder for backward compatibility.
(C:\Windows\system32)
Please contact Estate Master Support.
OK

This backward compatibility requirement applies to the following version of Estate Master and older:

- DF – 4.11
- DM – 4.11
- CC – 6.4
- IA – 3.12

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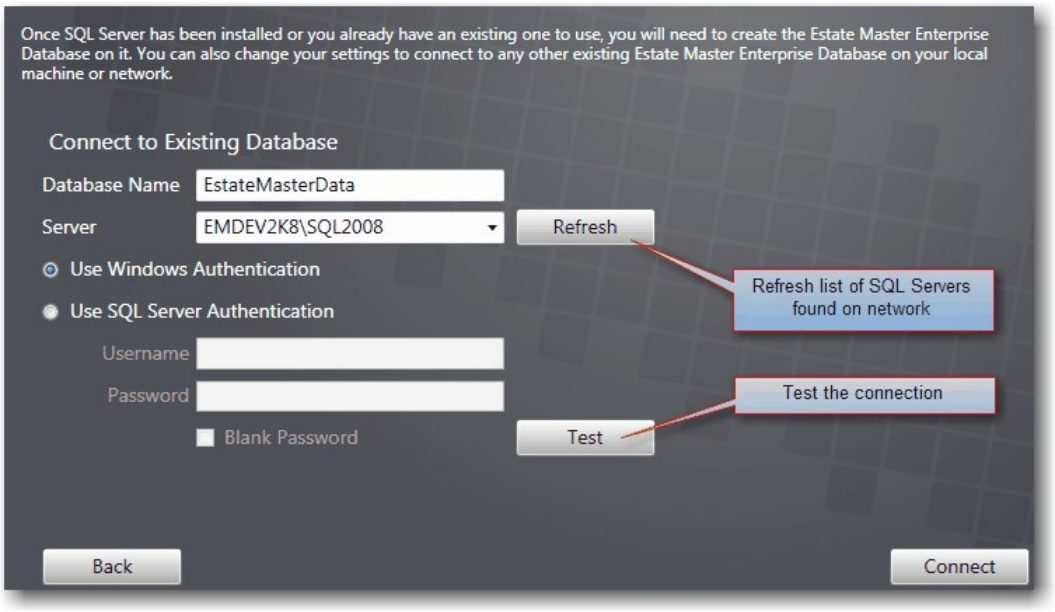
2.3.2 Connect to Existing Database

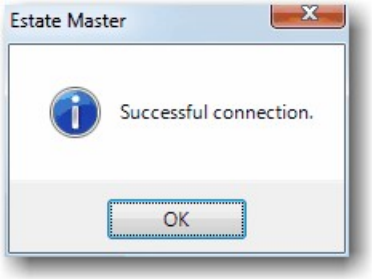
1. In the available fields:

   - Select from the list the Server that already has an Enterprise Database. Click [Refresh] to update the list if necessary.
     - If SQL Server is installed then select the SQL Server name from the 'Server' list.
     - If SQL Server is not installed (ie SQL Server Express Edition is installed instead) then type server name\SQLEXPRESS in the 'Server' box.
     - If SQL Server Express is installed on the local machine you are on, then the "server name" should be replaced with a "." (eg .\SQLEXPRESS)
   - Enter security information to log on to the server. If using SQL Server Authentication, a username and password will be required. Please consult your Database Administrator if this is not known.


Once SQL Server has been installed or you already have an existing one to use, you will need to create the Estate Master Enterprise Database on it. You can also change your settings to connect to any other existing Estate Master Enterprise Database on your local machine or network.
Connect to Existing Database
Database Name
EstateMasterData
Server
EMDEV2K8\SQL2008
Refresh
Use Windows Authentication
Use SQL Server Authentication
Username
Password
Blank Password
Test
Refresh list of SQL Servers found on network
Test the connection
Back
Connect

2. Click [Test].

   If it can establish a connection, the following message will appear:



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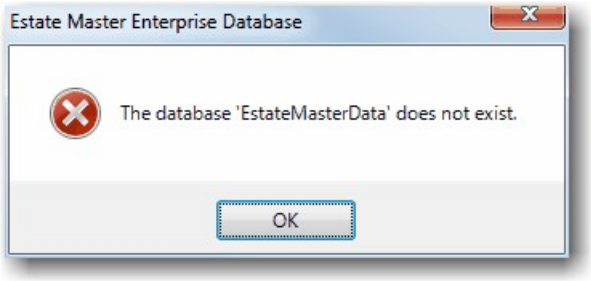
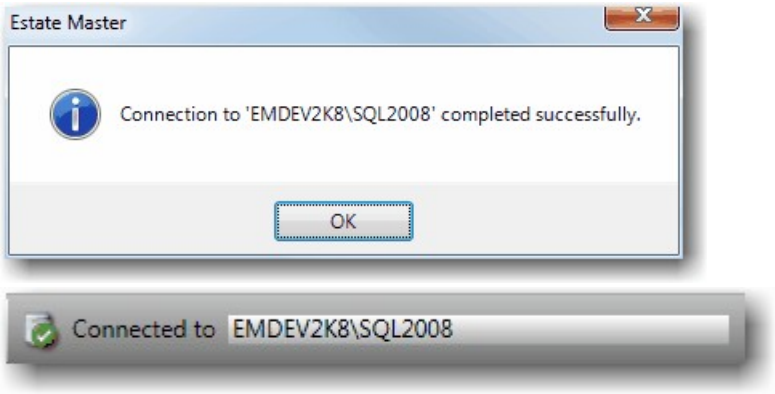
If the Enterprise Database does not exist on the selected server, the following message will appear:



4. Click [Connect].

You should now be successfully connected to the Estate Master Enterprise Database and the status bar will show the current connection.



Status Bar

5. The database configuration file (EMDB.ini) will be saved in the <Common Files Folder>\System\Datastore directory of the system where it was configured and is ready to be distributed to those who will be using the Estate Master Enterprise Database (refer to notes below).

The Database Configuration File

The Database Configuration File (EMDB.ini) that gets created in the <Common Files Folder>\System\Datastore directory (e.g C:\Program Files\Common Files\System\Datastore) after setting up the Estate Master Enterprise Database on a server contains important information (i.e. the SQL connection string) that allows users of the Estate Master DF, DM, IA and CC software to connect to the database when exporting, importing and reporting cash flow data.

When the Estate Master Enterprise Database is set up and the configuration file is created, it is advised that the IT Administrator copy the EMDB.ini file from this directory and place it in the same directory of the other workstations/servers that will be running the Estate Master DF, DM or CC software.

For 32-bit machines: C:\Program Files\Common Files\System\Datastore

For 64-bit machines: C:\Program Files (x86)\Common Files\System\Datastore

This will then allow these other workstations/servers to connect to the Estate Master Enterprise Database without having any further configuration, depending on your network environment (e.g. security permissions).

If the <Common Files Folder>\System\Datastore folder is not found when running the Database Management Tool, then the following message will appear:

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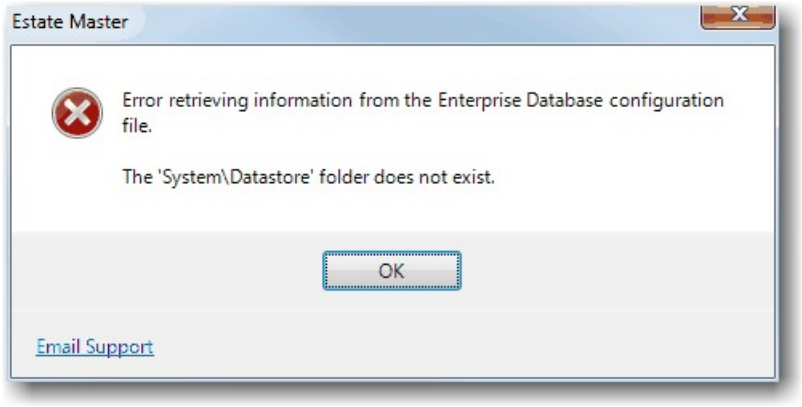
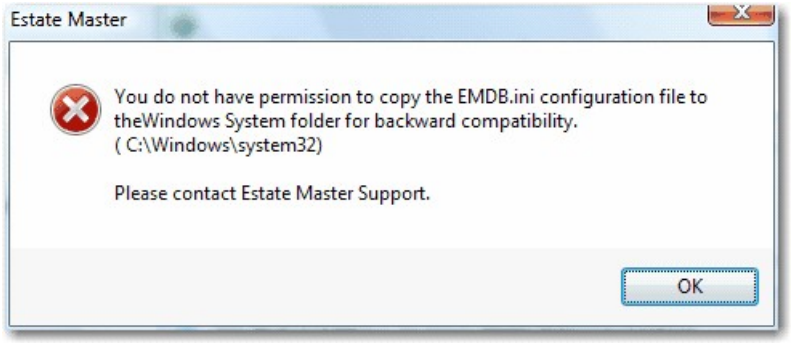

Estate Master
Error retrieving information from the Enterprise Database configuration file.
The 'System\Datastore' folder does not exist.
OK
Email Support

Backward Compatibility

In previous versions of the software, the EMDB.ini was stored in the Windows System folder (e.g C: Windows\System32). To ensure backward compatibility, the EMDB.ini is now copied to this folder when it is created. If the user doesnt have permissions to the Windows System folder, the following message will appear:


Estate Master
You do not have permission to copy the EMDB.ini configuration file to theWindows System folder for backward compatibility.
(C:\Windows\system32)
Please contact Estate Master Support.
OK

This backward compatibility requirement applies to the following version of Estate Master and older:

- DF – 4.11
- DM – 4.11
- CC – 6.4
- IA – 3.12

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2.4 Upgrading the Database

Any time a new version of any Estate Master product installed, it is advised to check to see if any updates to the Enterprise Database have also been installed and need to be applied.

Steps to Upgrade

1. When the Database Management Utility is started by the user, it will automatically check to see if any new database scripts have been recently installed on the local machine. If an upgrade to the database is required, it will automatically activate the 'Upgrade' tab and a warning will appear in the main window, as well as the status bar.

ESTATEMASTER
PROPERTY SOFTWARE
Enterprise Database Management Utility
Home
Install SQL
Configure
Upgrade
Backup
Restore
This feature checks to see if any updates have been installed and need to be applied to the Estate Master Enterprise Database.
Database updates usually occur when there are updates to other Estate Master products.
The Estate Master Enterprise Database needs to be upgraded
from version 'ver0075 - Minor Release All Products.sql'
to version 'ver0076 - Updates to Reports.sql'.
Warnings that an upgrade
to the database is required
Upgrade
Version 4.0.0.1
Connected to PDA41\SQLSERVER2005
Upgrade Required
Close

What are Database Scripts?

- Database Scripts are code files that make automated updates to a database.
- They can be used to update existing data, insert new data, delete data or make changes to database functions such as 'stored procedures', 'views', 'queries' that are used in the database to manipulate the data for certain purposes such as reporting.
- When updates to other Estate Master products (e.g DF, DM, CC, etc) are released, usually new database scripts for the Enterprise Database are also deployed with those updates. This ensures full compatibility between the Estate Master products and the database.
- The Script number that is displayed in the status bar of the Database Management Utility basically indicates the version of the database.

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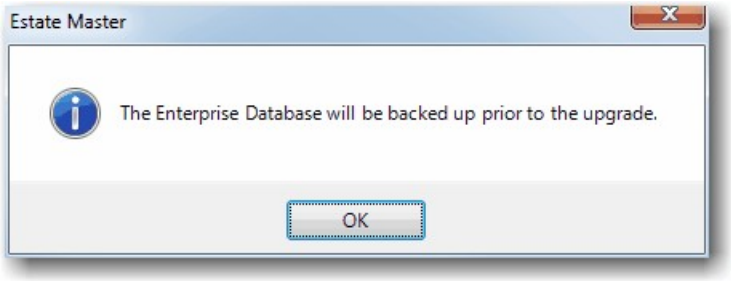
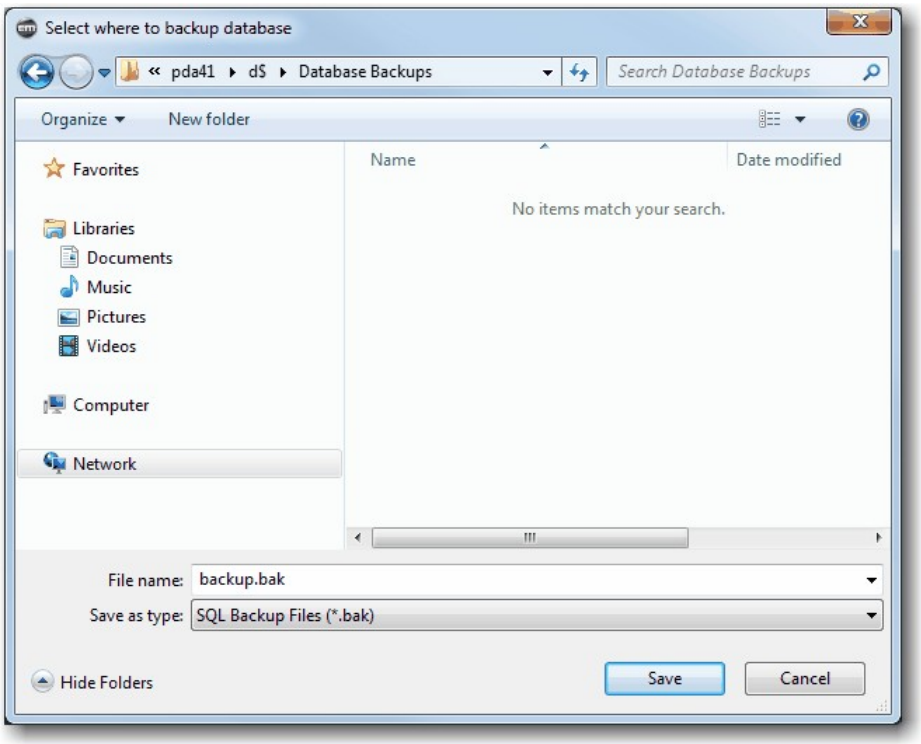
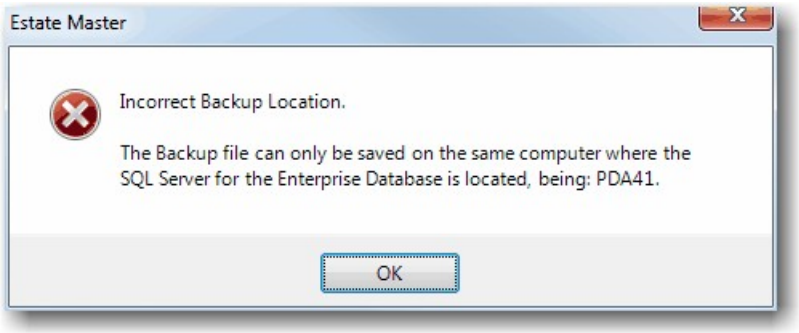
2. If the database needs upgrading then click ‘Upgrade’. You will be informed that the database will need to be backed up before you can proceed to conduct an upgrade.



1. Click 'OK' and a Save dialog will appear. Select a location and enter in a filename and click 'Save'



2. You can only backup to the same server as where the database is located. If you try to backup to another machine, you will get the following error message and you will need to attempt to backup again.


Estate Master
Incorrect Backup Location.
The Backup file can only be saved on the same computer where the SQL Server for the Enterprise Database is located, being: PDA41.
OK

3. If a suitable location to backup the database is selected, the database will backup to a *.bak file and the user will be notified.

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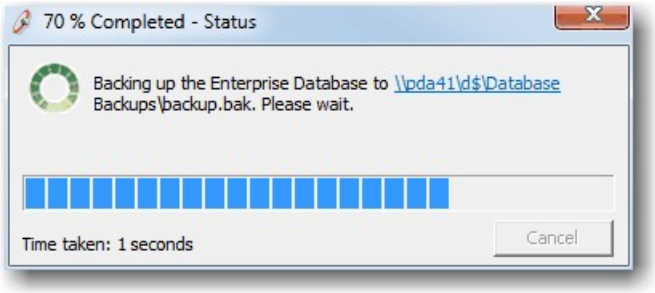
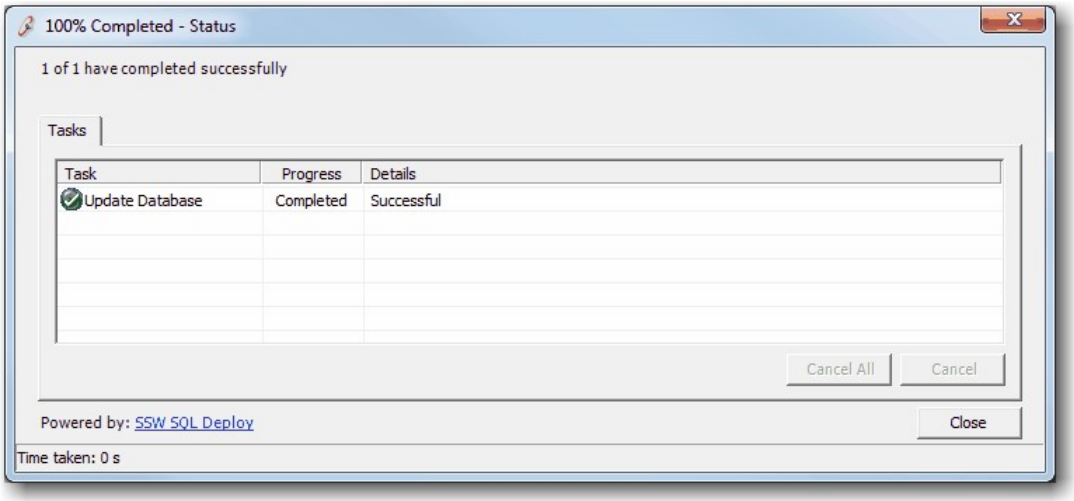
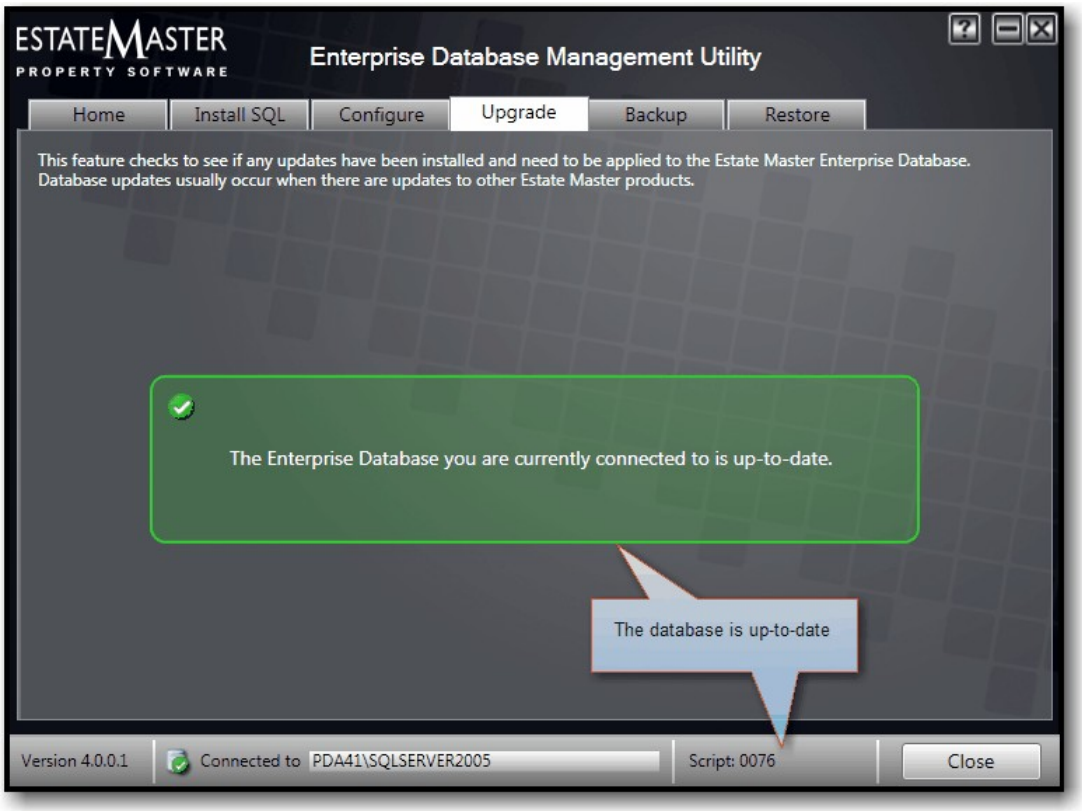

70 % Completed - Status
Backing up the Enterprise Database to \\pda41\d$\Database Backups\backup.bak. Please wait.
Time taken: 1 seconds
Cancel

4. Once the backup has successfully completed, the database upgrade will commence.



5. Once the upgraded has been completed, click 'Close' on the progress screen and the Upgrade status on the home page will be refreshed.


ESTATEMASTER
PROPERTY SOFTWARE
Enterprise Database Management Utility
Home
Install SQL
Configure
Upgrade
Backup
Restore
This feature checks to see if any updates have been installed and need to be applied to the Estate Master Enterprise Database.
Database updates usually occur when there are updates to other Estate Master products.
The Enterprise Database you are currently connected to is up-to-date.
The database is up-to-date
Version 4.0.0.1
Connected to PDA41\SQLSERVER2005
Script: 0076
Close

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2.5 Backup the Database

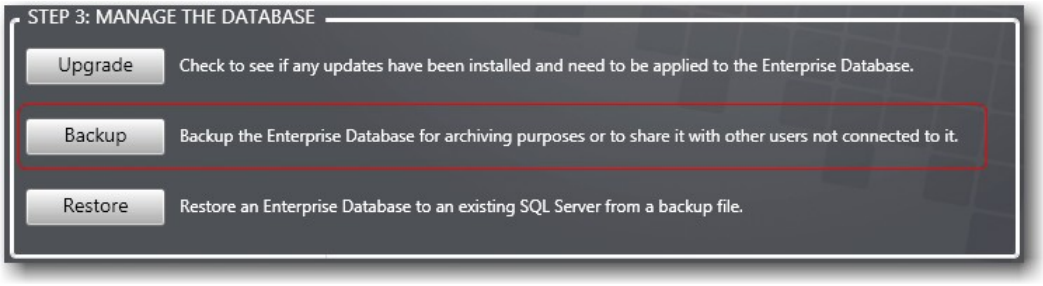
At any time, a user with the suitable level of permissions for the Enterprise Database can conduct a backup of the database using the Database Management Utility.

Conducting a backup of the Enterprise Database has two main purposes:

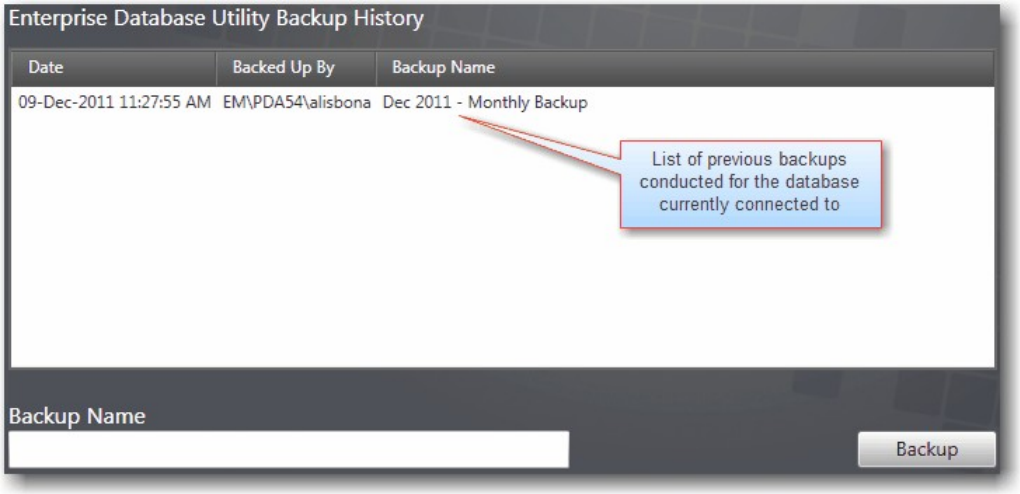
1. Making copies of data which may be used to restore the original after a data loss event.
2. Making copies of data so that it can be shared with other users if they are not directly connected to the same database.

Steps to Backup

1. To conduct a backup, the user must ensure that the database is up to date. If it needs to be upgraded, then a database backup cannot be performed until such time. If the database does need to be upgraded, a mandatory backup will be conducted before the upgrade can occur.
2. Once the database is up to date, the user will be able to conduct a backup of the database. Click on the [Backup] button or tab on the Home screen


STEP 3: MANAGE THE DATABASE
Upgrade
Check to see if any updates have been installed and need to be applied to the Enterprise Database.
Backup
Backup the Enterprise Database for archiving purposes or to share it with other users not connected to it.
Restore
Restore an Enterprise Database to an existing SQL Server from a backup file.

3. When the 'Backup' screen appears, it will show a list of any previous backups for the currently connected server/database.
   - **To create a <u>new</u> backup**, simply type a description/name in the 'Backup Name' field and click [Backup].
   - **To <u>overwrite</u> a backup with a new one**, simply select the backup that to overwrite from the list and it will automatically populate the 'Backup Name' field, then click [Backup]. It will prompt the user with a message to confirm that they want to overwrite the backup.



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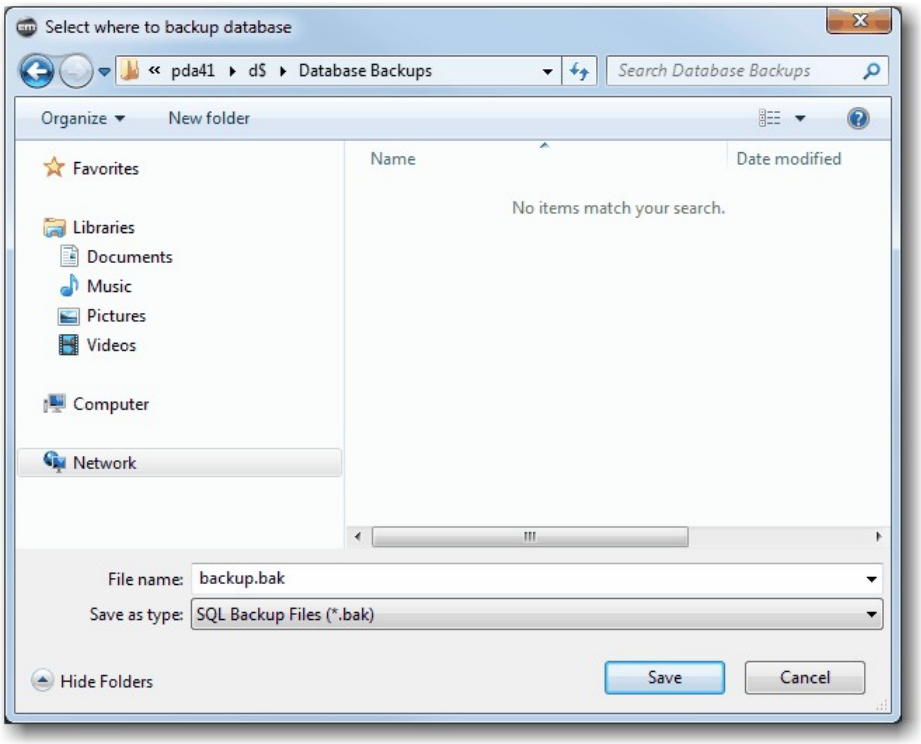
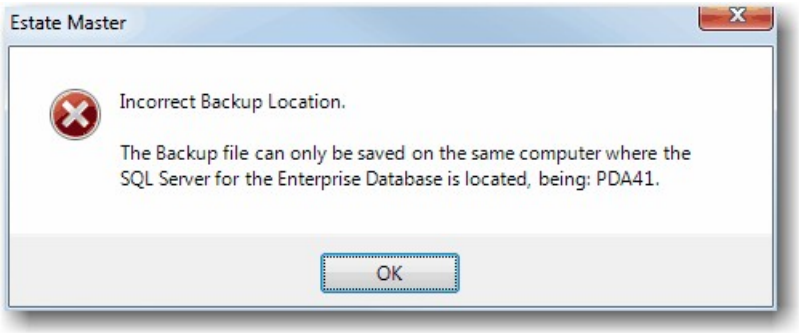
Important Notes

- The Database Management Utility uses a combination of the 'Backup Name' and the backup file name (*.bak) as a unique identifier for the backup history list.
- Essentially, multiple backups cannot share the same 'Backup Name' or backup file.
- If a 'Backup Name' that already exists in the list is used to name a new backup , then the previous backup will be removed from the list, and the new backup will be recorded.
- If a SQL Backup File (.BAK) that already exists is selected to be overwritten during the 'Save' process, and that same file is attached to a backup in the list, then the previous backup will be removed from the list, and the new backup will be recorded.
- To ensure that historical backups are not overwritten, always use a unique name for the 'Backup Name' and backup file.

4. Select a location and enter in a filename and click 'Save'.



5. You can only backup to the same server as where the database is located. If you try to backup to another machine, you will get the following error message and you will need to attempt to backup again.


Estate Master
Incorrect Backup Location.
The Backup file can only be saved on the same computer where the SQL Server for the Enterprise Database is located, being: PDA41.
OK

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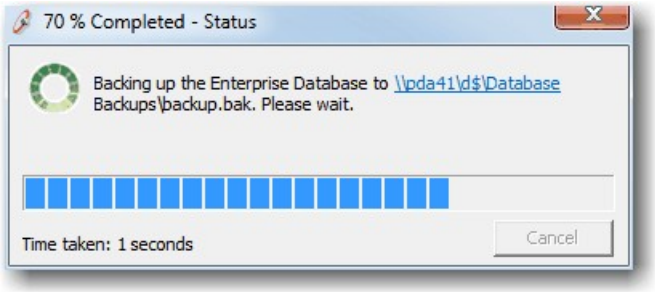
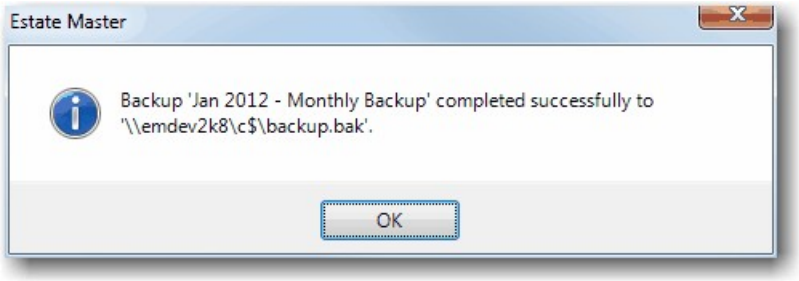
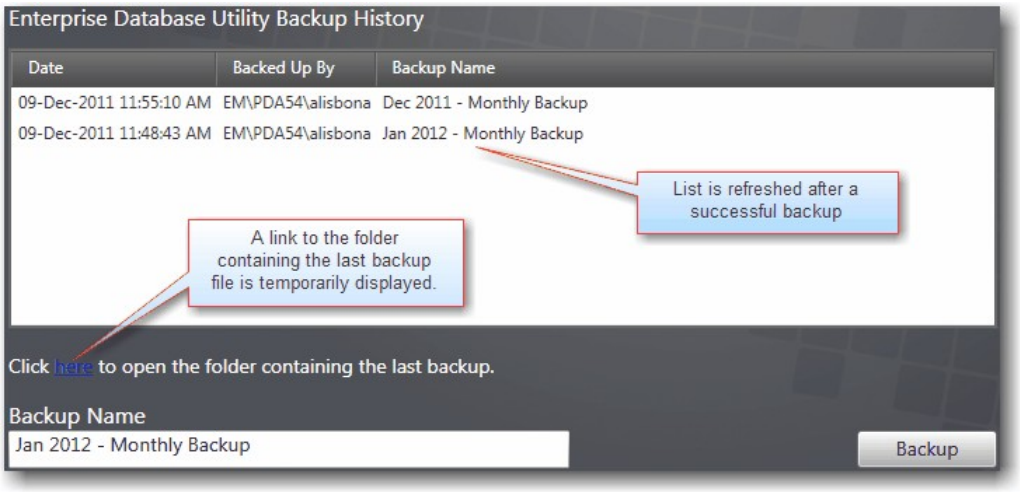
6. If a suitable location to backup the database is selected, the database will backup to a *.bak file and the user will be notified.


70 % Completed - Status
Backing up the Enterprise Database to \\pda41\d$\Database Backups\backup.bak. Please wait.
Time taken: 1 seconds
Cancel

7. The user will be notified once backup has been successfully completed. Click [OK] to return to the Database Management Utility.



8. When returning to the 'Backup' screen, the backup history list will be refreshed and a link to open the flder containing the backup file will be temporarily displayed. For security reasons, this link is removed once the Database Management Utility is closed so an unauthorised user cannot determine where the backup files are located.


Enterprise Database Utility Backup History
Date
Backed Up By
Backup Name
09-Dec-2011 11:55:10 AM EM\PDA54\alisbona Dec 2011 - Monthly Backup
09-Dec-2011 11:48:43 AM EM\PDA54\alisbona Jan 2012 - Monthly Backup
List is refreshed after a successful backup
A link to the folder containing the last backup file is temporarily displayed.
Click here to open the folder containing the last backup.
Backup Name
Jan 2012 - Monthly Backup
Backup

Access Denied Error

- If an 'Access Denied' error message appears when trying to create, backup or restore the Estate Master Enterprise Database, the user may not have the proper permissions within SQL to ‘create a database’.
- To adjust these permissions, please refer to the Advanced Instructions

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2.6 Restore the Database

Once a backup of the Enterprise Database is undertaken, the user can restore it using the Database Management Utility if :

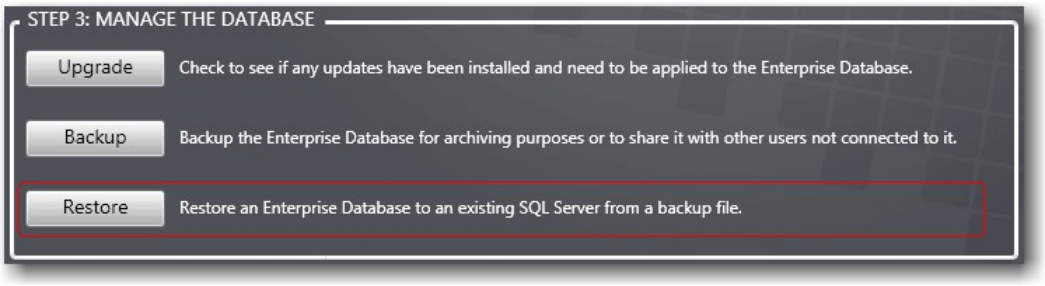
- The live version is corrupted, accidentally deleted or deleted from a system/hard drive failure.
- The user needs to revert the data back to a point in time.
- The user needs to move the database from one server to another.
- The user needs to load a copy of a database that has been given to them from another external user.

Requirements for Conducting a Restore

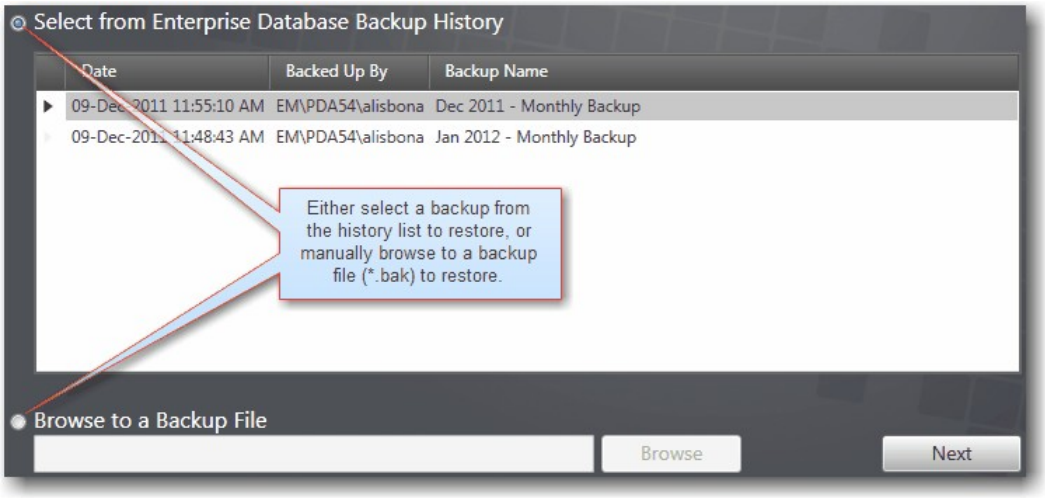
- To conduct a Restore:
  - The user must have a valid and exclusive connection to the Enterprise Database.
  - If on a Windows Domain, then the user must be a member of the Domain Admin group.
  - If not on a Windows Domain, then the user must be a member of the Local Admin group
  - The user must have SQL permissions to restore the database.

Steps to Restore

1. Click on the [Restore] button or tab on the Home screen.


STEP 3: MANAGE THE DATABASE
Upgrade
Check to see if any updates have been installed and need to be applied to the Enterprise Database.
Backup
Backup the Enterprise Database for archiving purposes or to share it with other users not connected to it.
Restore
Restore an Enterprise Database to an existing SQL Server from a backup file.

2. The 'Restore' screen will provide the user with 2 options to proceed:


Select from Enterprise Database Backup History
Date
Backed Up By
Backup Name
09-Dec-2011 11:55:10 AM
EM\PDA54\alisbona
Dec 2011 - Monthly Backup
09-Dec-2011 11:48:43 AM
EM\PDA54\alisbona
Jan 2012 - Monthly Backup
Either select a backup from the history list to restore, or manually browse to a backup file (*.bak) to restore.
Browse to a Backup File
Browse
Next

1) Restore from the Backup History

You would select this option if you wish to revert to one of the recorded backups that are appearing in the Backup History list for the currently connected server/database.

If you are not currently connected to an Enterprise Database, this option will be disabled.

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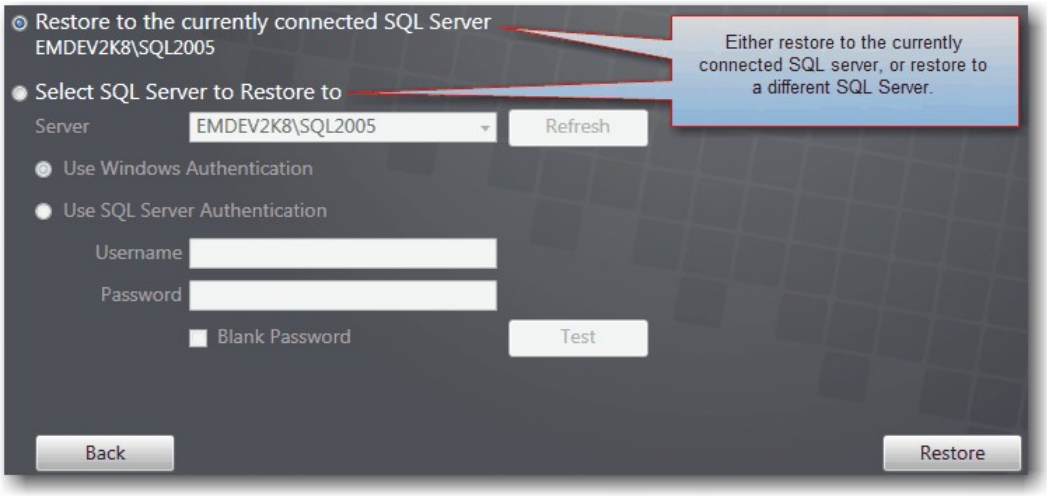
2) Browse to a Backup File

You would select this option if you wish to revert to a backup that is not displayed in the Backup History list (e.g a backup from a different server/database than the one currently connected to).
You would need access to browse to the backup file (*.bak) for this option.

3. Once the preferred option is select, click the [Next] button.
4. The next screen will provide the user with a further 2 options to proceed:



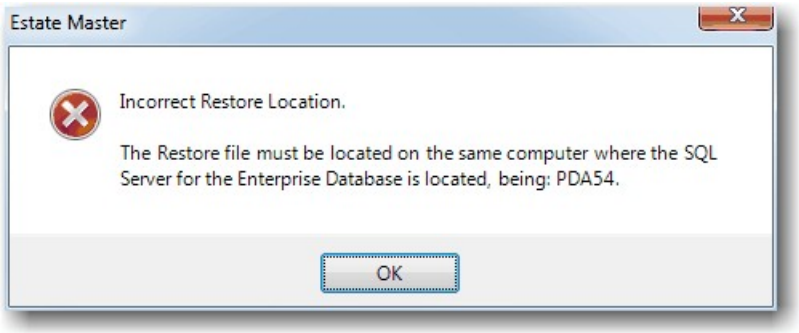
1) Restore to the currently connected SQL Server

You would select this option if you wish to restore a backup to the currently connected SQL server, overwriting the existing Enterprise Databases set up on it.
If you are not currently connected to an Enterprise Database, this option will be disabled.

2) Restore to a different SQL Server

You would select this option if you wish to restore a backup to a different SQL server than the one currently connected to, overwriting any existing Enterprise Databases on it.

5. Once the preferred option is select, click the [Restore] button.
6. If the 'Restore' function detects that the backup files (*.bak) are located on a different machine than the SQL Server you are requesting to restore it to, the following error message will appear. You will need to copy the backup files to the same server as you are restoring to and re-run the 'Restore' function, selecting the 'Browse to a Backup File' to select that file.


Estate Master
Incorrect Restore Location.
The Restore file must be located on the same computer where the SQL Server for the Enterprise Database is located, being: PDA54.
OK

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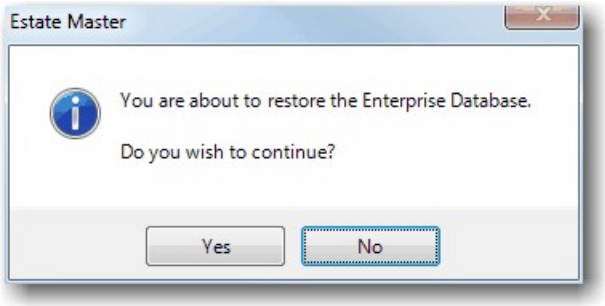
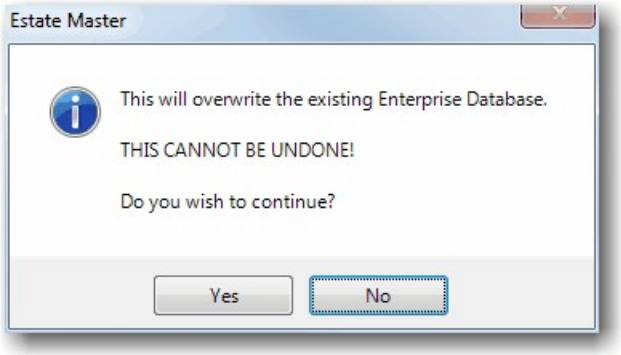
7. You will then be prompted to continue or not - click [Yes] if you wish to proceed with the restore.

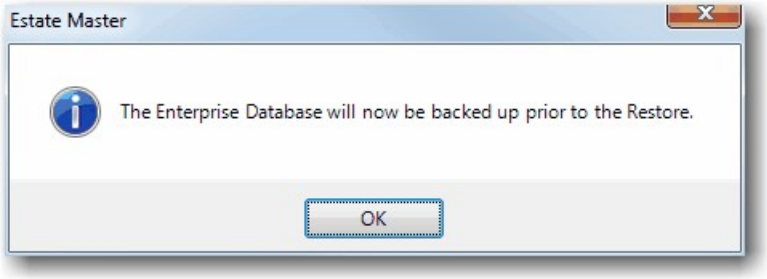


8. If the 'Restore' function detects that the the SQL Server you wish to restore to already has an Enterprise Database set up on it:

   - A warning will advise that the existing database will be overwritten with the backup version - click [Yes] if you wish to proceed.



   - You will then be notified that the current database will be backed before the restore. Click [OK].



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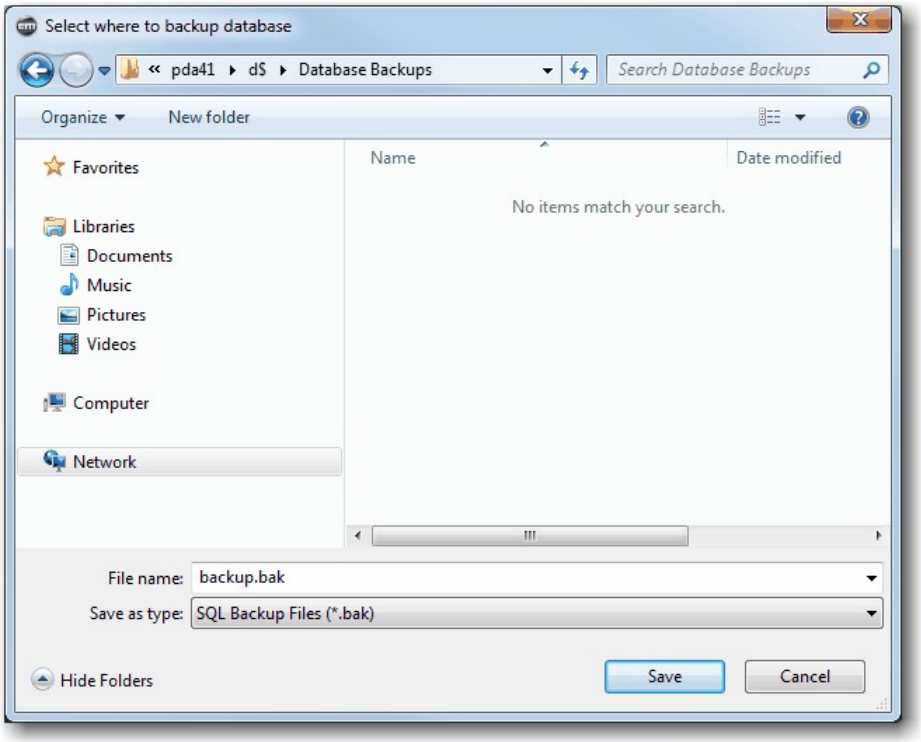
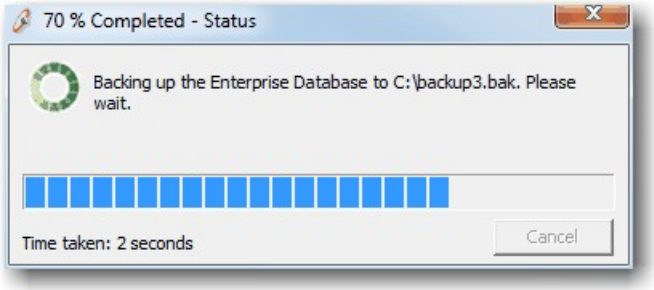
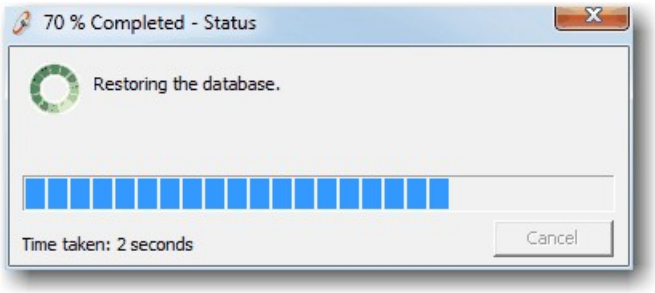
- You will then be prompted to select a location to backup the current database to before it is overwritten with the restore.



- The backup process will then begin. Once it is completed, the restore process will automatically start.



9. The restore process will then commence.



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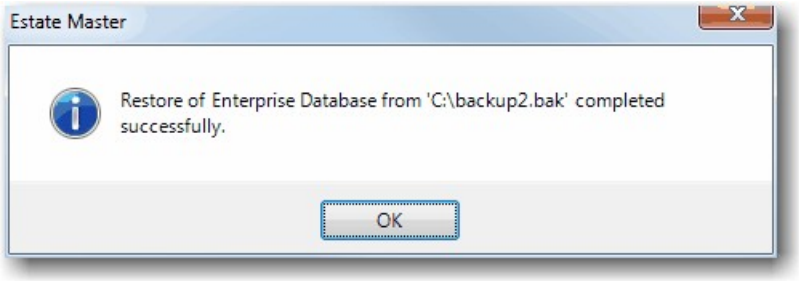
10. The user will be notified once restore has been successfully completed. Click [OK] to return to the Database Management Utility.



2.7 Moving or Copying Databases Between SQL Servers

A user may want to move or copy a database from one SQL Server to another, for the following reasons:

- To share a copy of an Enterprise Database with another user that is unable to directly connect to it.
- To move the Enterprise Database to a different machine during an infrastructure upgrade or other reason.

To move/copy databases the Database Management Utility is used:

- The database must be 'backed up' from the source server.
- The database must be then 'restored' to the destination server.

Important Notes

- These instructions do not take into consideration file / folder permissions on the file server or permissions on the SQL Server. That is outside the scope of these instructions.
- It is assumed the user has the appropriate permissions to do a Backup and Restore.
- All data on the destination database will be erased (a backup of it will be created though).
- Database permissions will need to be reset when moving/copying databases.
- It is not recommend moving/copying databases between SQL servers and no responsibility will be taken for any data that is lost.

Steps to Move/Copy a Database

1. Run the Database Management Utility on the source computer (the computer you are moving/ copying the database from).
2. Conduct a Backup of the database you wish to move/copy. Make sure you save the backup file (*.bak) to a folder on the same computer the database is on.
3. Copy the backup file (*.bak) to the destination computer (the computer you are moving/ copying the database to). .
4. Run the Database Management Utility on the destination computer.
5. Click the [Restore] button. Select the 'Browse to a Backup File' option, click on the [Browse] button to select the backup file that was copied across, then click [Next].

6. Follow the prompts to complete the Restore process.

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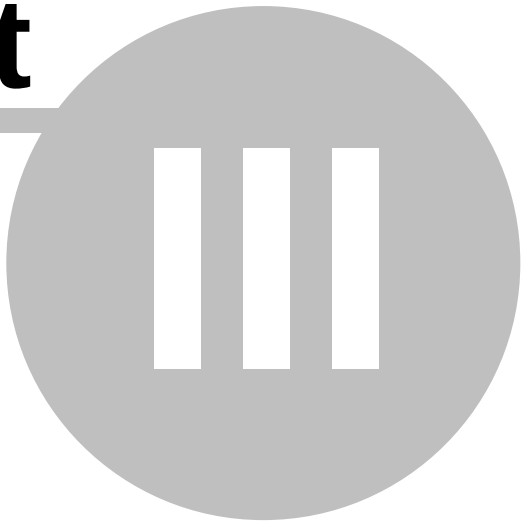
Part



3 Using the Enterprise Database with Estate Master

3.1 Preparing Data for Exporting

The Estate Master Enterprise Database is a powerful data repository and a robust framework for high level reporting. It is therefore recommended that the data that is exported to it is accurate and meaningful.

Before exporting your Estate Master DF, DM or IA cash flow into the Enterprise Database, please ensure that the following key areas are set:

Intro Sheet

1. Project Introduction (Estate Master DF and DM)

This is information that will be used in the Enterprise Database to identify your Project, please insure it is completed. The 'Project Number' and 'Project Title' are distinctive: This will be the most unique identifier of this Project that the cash flow belongs to. Any cash flows with the same Project Number and Project Name will grouped together in the Enterprise Database.

ESTATE MASTER Project Introduction			
Project Title	Burwood Estates		
Address	1060 West Addison		
City/Suburb	Jannali	Zip/Post Code	2260
State/County	NSW	Country	Australia
Account Code	255-060	Project Number	J1200
Prepared By	Bill Hill	Developer	Mike White
Prepared For	Phil Gill	Land Owner	ABC Pty Ltd

Estate Master DF and DM cash flows

2. Project Introduction (Estate Master IA)

This is information that will be used in the Enterprise Database to identify your Project, please insure it is completed. The 'Project Number' and 'Project Name' are distinctive: This will be the most unique identifier of this Project that the cash flow belongs to. Any cash flows with the same Project Number and Project Name will grouped together in the Enterprise Database.

The 'Property Name' is what distinguishes the cash flows within the same project, so please ensure that this is unique compared to other cash flows in that project.

The 'Type', 'Status' and 'Valuation Date' fields will also be referenced in the Enterprise Database and used as search filters, so please take note of your choices and update them accordingly.

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ESTATE MASTER Property Introduction			
Project Name	Lot 2	Project No	1001
Property Name	Bellavista Tower	Property Owner	John Smith
Street Address	132 Marsden Street		
City/Suburb	Dubbo	Zip/Post Code	2001
State/County	NSW	Country	Australia
Property Type	Commercial	Status	Under Review
Interest Valued	Lot 2 in Strata Plan 80889	Valuation Date	Tuesday, 1 January 2008
Title Details	2/SP80889		
Purpose of Valuation	For First Mortgage Security Purposes Only		
Instructions	Sunrise Property Group		
Prepared By	Black & Co Valuations	Prepared For	Bank

Estate Master IA cash flows

Input/Setup Sheets

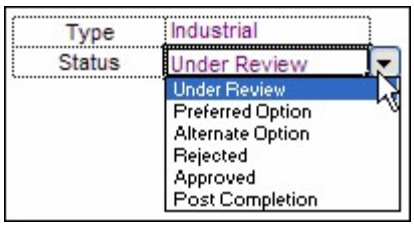
1. Options/Stages (Estate Master DF)

In DF, you can only export cash flows that have been stored as Options/Stages. You will note, DF will not allow you to store any cash flows as Options/Stages if they have the same Cash Flow Title in the Input/Setup Sheet. The Cash Flow Title is what distinguishes the cash flows within the same project, so please ensure that this is unique compared to other cash flows (e.g. options, stages, etc) in that project.

Preliminary		
Cash Flow Title	Burwood Estate Stage	
Date of First Period:	Jun-2007	
Cash Flow Rest Period:	Monthly	
Enter Project Size (a)	20,000.0	GBA
Enter Project Size (b)	179.0	Lots
Enter Site Area	14.0	Ha

2. 'Type' and 'Status' Fields (Estate Master DF and DM)

The Type and Status fields will also be referenced in the Enterprise Database and used as search filters, so please take note of your choices and update them accordingly.



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3. Revenue Data (Estate Master DF and DM)

For more feature-rich and detailed reporting, it is advised that revenue data is entered in detail and categorised using the 'Land Use Codes'.

9000 Sales

Sales Revenue to be entered Inclusive of GST

Code	Description	No. Units	Total Area SqKm	Current Sale Price	Settlements: Month Start	Settlements: Month Span	Settlements: Date Start	Settlements: Date Finish	GST Included	Land Use Code	Sale Rate
9001	.	-	-	-	0	-	-	-	Y	-	Per Unit
9002	Sale of Units	1.00	-	10,000,000.00	24	12	Jan-09	Dec-09	Y	RS1	Per Unit
9003	.	-	-	-	0	-	-	-	Y	-	Per Unit

Easier data entry, but lacks detail !

9000 Sales

Sales Revenue to be entered Inclusive of GST

Code	Description	No. Units	Total Area SqM	Current Sale Price	Settlements: Month Start	Settlements: Month Span	Settlements: Date Start	Settlements: Date Finish	GST Included	Land Use Code	Sale Rate
9001	.	-	-	-	0	-	-	-	Y	-	Per Unit
9002	1 Bedroom Units	3.00	195.00	515,000.00	24	12	Jan-09	Dec-09	Y	RS1	Per Unit
9003	2 Bedroom Units	7.00	665.00	715,000.00	24	12	Jan-09	Dec-09	Y	RS2	Per Unit
9004	3 Bedroom Units	3.00	450.00	1,150,000.00	24	12	Jan-09	Dec-09	Y	RS3	Per Unit
9005	.	-	-	-	0	-	-	-	Y	-	Per Unit

Recommended Option: More input detail leads to more meaningful and effective reporting.

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3.2 Exporting to the Database

To export all the input data in your Estate Master DF/DM/IA file to the Enterprise Database, follow these steps:

1. Ensure that the relevant Project Details are entered in the Intro sheet of the DF/DM/IA file.

ESTATE MASTER Project Introduction			
Project Title	Burwood Estates		
Address	1060 West Addison		
City/Suburb	Jannali	Zip/Post Code	2260
State/County	NSW	Country	Australia
Account Code	255-060	Project Number	J1200
Prepared By	Bill Hill	Developer	Mike White
Prepared For	Phil Gill	Land Owner	ABC Pty Ltd

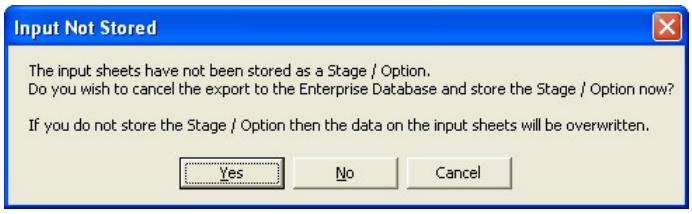
Estate Master DF and DM cash flows

ESTATE MASTER Property Introduction			
Project Name	Lot 2	Project No	1001
Property Name	Bellavista Tower	Property Owner	John Smith
Street Address	132 Marsden Street		
City/Suburb	Dubbo	Zip/Post Code	2001
State/County	NSW	Country	Australia
Property Type	Commercial	Status	Under Review
Interest Valued	Lot 2 in Strata Plan 80889	Valuation Date	Tuesday, 1 January 2008
Title Details	2/SP80889		
Purpose of Valuation	For First Mortgage Security Purposes Only		
Instructions	Sunrise Property Group		
Prepared By	Black & Co Valuations	Prepared For	Bank

Estate Master IA cash flows

2. Go to 'Data' in the Ribbon Menu and select 'Export to Database'

3. If exporting from Estate Master DF, the program will detect if the current set of Inputs has been stored as an Option/Stage. If it hasn't, a prompt will appear, requesting the user to store the current set of data in the Input sheets before proceeding. Only stored Options/Stages can be exported to the Enterprise Database.


Input Not Stored
The input sheets have not been stored as a Stage / Option.
Do you wish to cancel the export to the Enterprise Database and store the Stage / Option now?
If you do not store the Stage / Option then the data on the input sheets will be overwritten.
Yes
No
Cancel

4. If the database configuration file (EMDB.ini) is not found on the system (and hence a connection to the Enterprise Database cannot be established), then the following error message will appear. It will prompt the user to run the Enterprise Database Management Utility to assist in setting up a connection. Please refer to the Setup and Connect to the Database section for more information about configuration.

Cannot Find Database
Unable to connect to the Estate Master Enterprise Database.
Do you want to run the Estate Master Enterprise Database Management Utility?
Yes
No

5. Once the connection is successful, an Export Wizard will appear.

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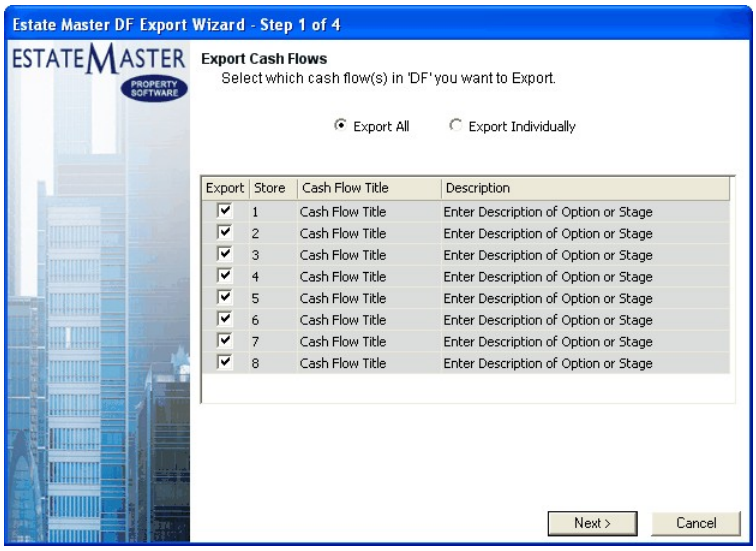
Step 1 - Export Cash Flows (when exporting DF files only)

1. Step 1 applies only to Estate Master DF users, DM and IA users; please go straight to Step 2.

   The first step of the process prompts the user to select what they would like to export (this step applies to DF files only):

   - **Export All:** Exports all options in the DF file, 1 through to 8.
   - **Export Individually:** Allows the user to select which specific options in the DF file to export.

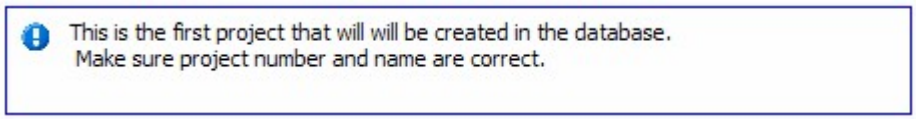
   2. Once selected, click 'Next'.


Estate Master DF Export Wizard - Step 1 of 4
ESTATEMASTER
PROPERTY SOFTWARE
Export Cash Flows
Select which cash flow(s) in 'DF' you want to Export.
Export All
Export Individually
Export
Store
Cash Flow Title
Description
1 Cash Flow Title Enter Description of Option or Stage
2 Cash Flow Title Enter Description of Option or Stage
3 Cash Flow Title Enter Description of Option or Stage
4 Cash Flow Title Enter Description of Option or Stage
5 Cash Flow Title Enter Description of Option or Stage
6 Cash Flow Title Enter Description of Option or Stage
7 Cash Flow Title Enter Description of Option or Stage
8 Cash Flow Title Enter Description of Option or Stage
Next >
Cancel

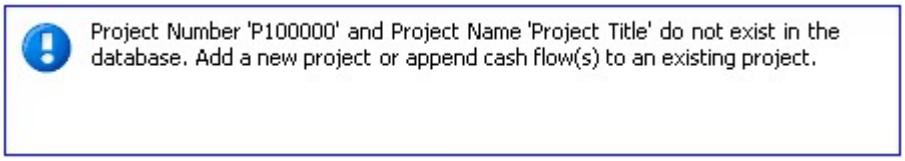
Step 2 - Project Allocation

1. Using the Project Name and Project Number on the Intro sheet of the DF/DM/IA file, it will attempt to find any records of that 'Project Name' or 'Number' in the database. If the project is already in the database, it will skip Step 2 and continue to Step 3. Otherwise, the following messages may appear on the wizard:

   - **It is the first Project to be created in the database**



   - **Project Number and Name Doesn't Exist**


Project Number 'P100000' and Project Name 'Project Title' do not exist in the database. Add a new project or append cash flow(s) to an existing project.

   - **There is a mismatch between the details on the file and in the database**

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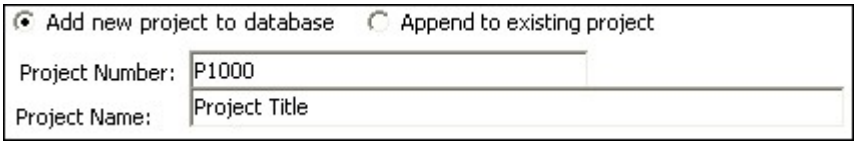
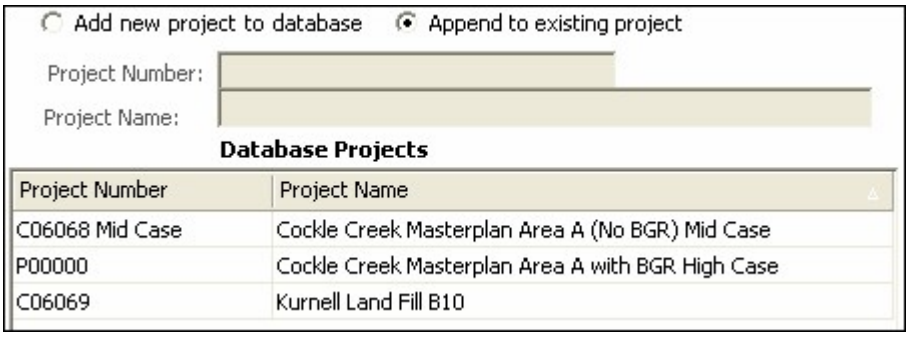
2. If any of these messages appear, two options are available to the user:

   - **Add New Project to Database:** If this option is selected, by default, it will use the details on the Intro sheet of the DF/DM/IA file as the Project Number and Name. The user can edit this if necessary directly in the wizard, and the Intro sheet will be automatically updated.



   - **Append to Existing Project:** If this option is chosen, the Project Number and Name fields are disabled, and the user is required to select a project that is already in the database. Once selected, the Intro sheet will be automatically updated.



Step 2 - Confirm Export Details

1. If the project is already in the database, it will go then the following messages may appear. The user has the ability to change the project the cash flow is being exported to if required. It will also inform the user if this is a new cash flow being exported, or if the cash flow already exists in the database.

There are new cash flow(s) being exported. Please check.
Project Details
Project Number: - c06069
Project Name: - Kurnell Land Fill B10
Change

Step 3 - Export Data

1. Once satisfied with the details, click 'Export' to begin the data transfer process.

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3.3 Importing from the Database

To import input data in your Estate Master DF/DM/IA file from the Enterprise Database, follow these steps:

1. Go to 'Data' in the Ribbon Menu and select 'Import from Database'

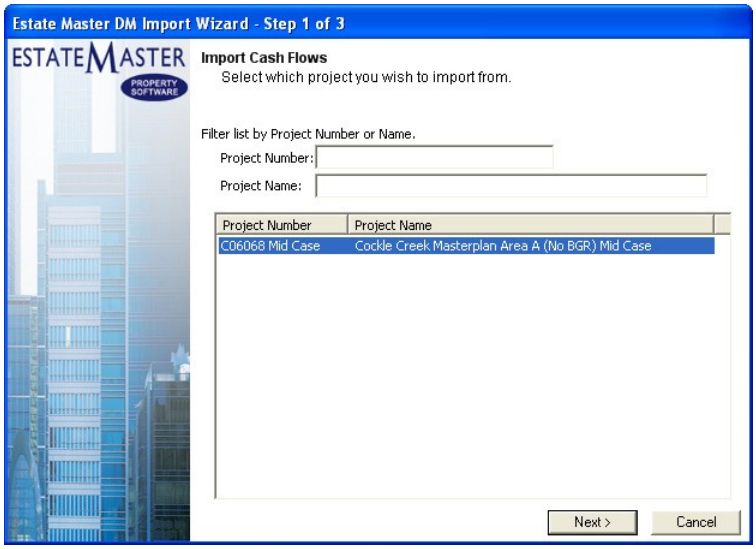
2. If the database configuration file (EMDB.ini) is not found on the system (and hence a connection to the Enterprise Database cannot be established), then the following error message will appear. It will prompt the user to run the Enterprise Database Management Utility to assist in setting up a connection. Please refer to the Setup and Connect to the Database section for more information about configuration.

Cannot Find Database
Unable to connect to the Estate Master Enterprise Database.
Do you want to run the Estate Master Enterprise Database Management Utility?
Yes
No

3. Once the connection is successful, an Import Wizard will appear.

Step 1 - Select Project

1. The first step will display a list of the Projects that exist in the Enterprise Database. If their is an extensive list, you can filter it either by Project Number or Name.



2. Select the appropriate project and click on 'Next'.

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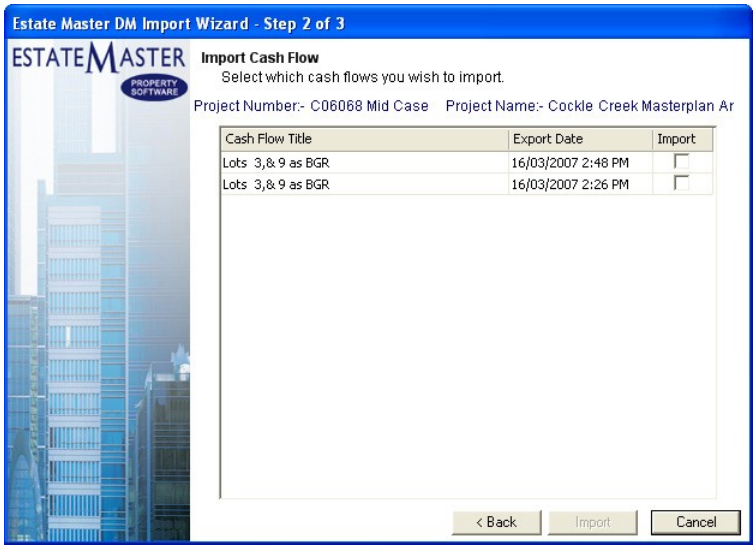
Step 2 - Select Cashlow

1. The next step will display all the cash flows that exist in the selected Project in the database. You can sort the list by clicking on the column headers.

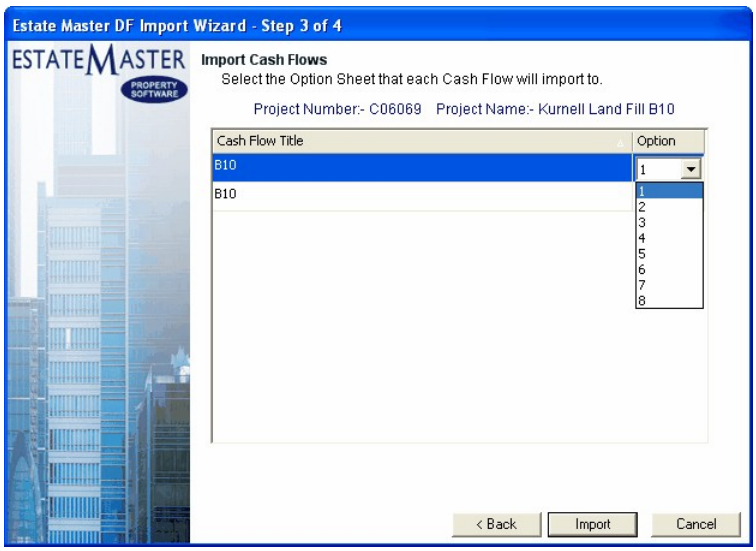


2. In the 'Import' column, select the cash flows you wish to import. Once selected, click 'Next'.
   - DF: There is a maximum of **8** cash flows you can import into a DF file from the database.
   - DM: There is a maximum of **1** cash flows you can import into a DM file from the database.
   - IA: There is a maximum of **1** cash flows you can import into a IA file from the database.

Step 3 - Select Stage/Option (when importing DF files only)

1. This step applies to DF users only, DM and IA user please go straight to Step 4.

   The next step will allow the user to allocate the cash flows they wish to import to the relevant Stage/Option in the DF file they are importing into.



Step 4 - Import

1. Once satisfied with the details, click on 'Import' to begin the file transfer process.

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3.4 Exporting Reminders

Reminding Estate Master Users to Export

DF Users: When storing Options/Stages in a DF model, the user may be prompted each time to also store the cash flow into the Enterprise Database at that point in time.

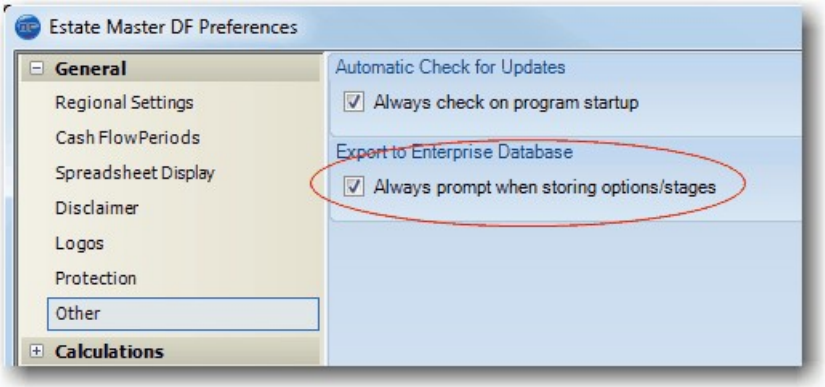
If the user clicks 'No', then if they ever need to export to the Enterprise Database, it must be done manually through the Estate Master Menu or Toolbar.

DM Users: When setting the Original, Project or Previous Budgets in a DM model, the user may be prompted each time to also store the budget into the Enterprise Database at that point in time.

If the user decides to export and clicks 'Yes', then data export wizard will appear, and once all data is exported into the database, the cash flow will be mark it accordingly in the database with the budget type (ie Previous Budget, Original Budget, etc).

If the user clicks 'No', then if they ever export to the Enterprise Database manually through the Estate Master Menu or Toolbar in DM, then the cash flow will be marked as 'Current Budget' in the cash flow.

To select whether or not you wish these prompts to always appears when setting budgets (DM) or storing options/stages (DF), go to the General tab of the Estate Master Preferences for DF or DM.



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Part IV

4 Advanced Instructions

4.1 SQL Express Installation Guide

The Estate Master Enterprise Database can be run on two types of SQL servers.

- SQL Server (Licensed Version)
- SQL Server Express (Free Distributable Version)

The free SQL Server Express Editions have limitations on database size, so for larger enterprises, we recommend using Workgroup, Standard or Enterprise Editions. For more information visit the Microsoft SQL Server website.

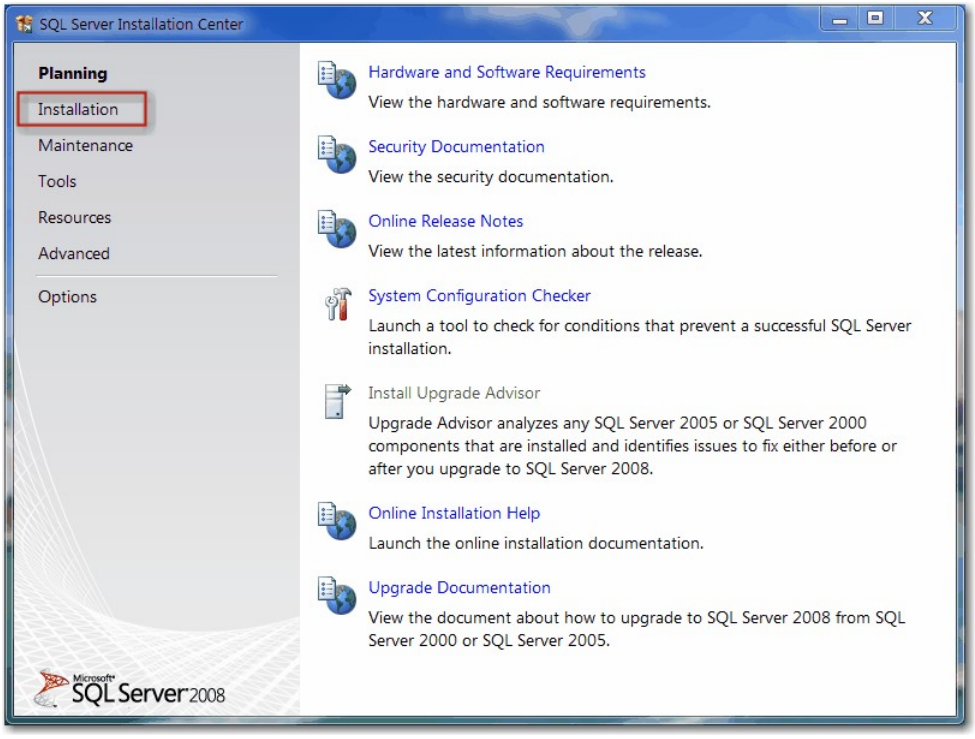
Before Your Install SQL Server
Please inform your IT or Database Administrators before attempting to install SQL on your system. It is recommended that you check with them to see if any existing instances of SQL Server are installed on your network and can be used for the Estate Master Enterprise Database.

The following instructions cover the recommended installation and configuration of SQL Server Express for use with Estate Master. Installing SQL Server will be similar, with a few minor differences.

- Steps to Manually Install SQL Server Express 2008
- Steps to Manually Install SQL Server Express 2012

4.1.1 SQL Server Express 2008

1. Visit this page on the Estate Master website which contains the links to the latest versions of SQL Server Express 2008: http://www.estatemaster.net/page/sql_express_editions.html
2. Run the SQL Server 2008 Express setup, which is downloadable from the link above. This will start the 'SQL Server Installation Centre'
3. Click on 'Installation'


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Advanced
Options
Hardware and Software Requirements
View the hardware and software requirements.
Security Documentation
View the security documentation.
Online Release Notes
View the latest information about the release.
System Configuration Checker
Launch a tool to check for conditions that prevent a successful SQL Server installation.
Install Upgrade Advisor
Upgrade Advisor analyzes any SQL Server 2005 or SQL Server 2000 components that are installed and identifies issues to fix either before or after you upgrade to SQL Server 2008.
Online Installation Help
Launch the online installation documentation.
Upgrade Documentation
View the document about how to upgrade to SQL Server 2008 from SQL Server 2000 or SQL Server 2005.
Microsoft SQL Server 2008

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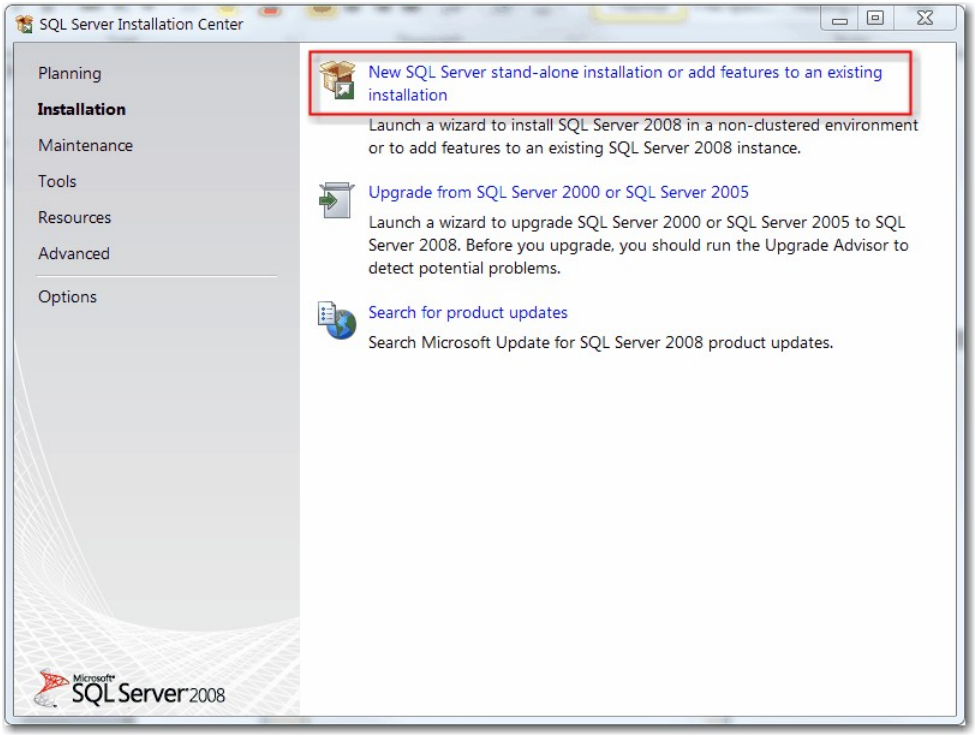
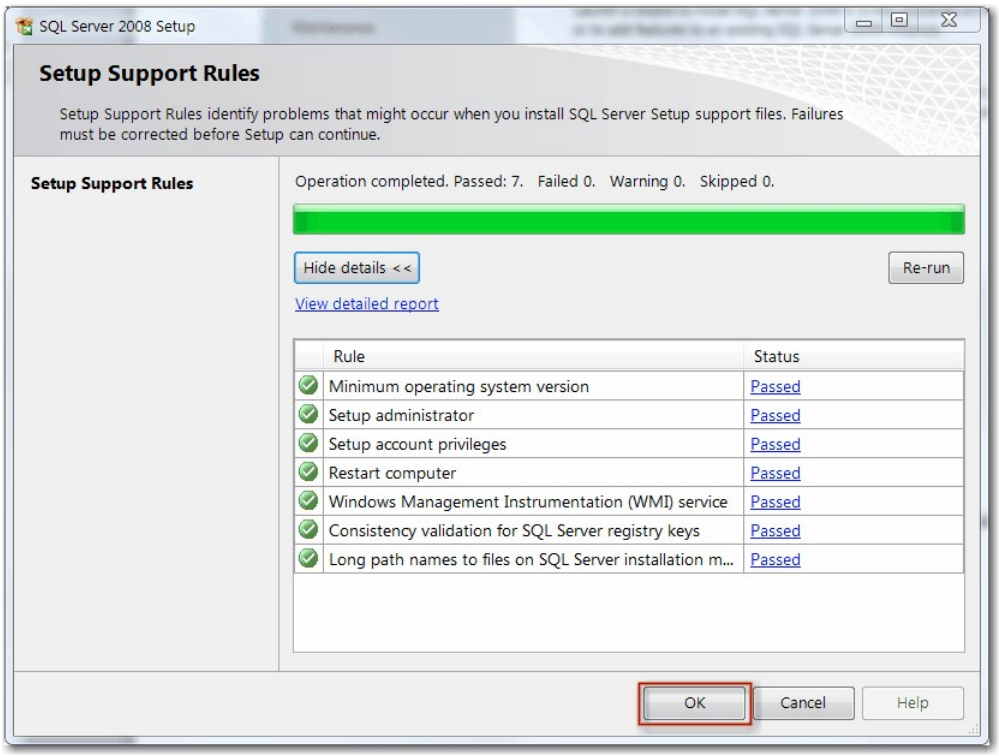
4. Click ‘New SQL Server stand-alone installation or add features to an existing installation’


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Advanced
Options
New SQL Server stand-alone installation or add features to an existing installation
Launch a wizard to install SQL Server 2008 in a non-clustered environment or to add features to an existing SQL Server 2008 instance.
Upgrade from SQL Server 2000 or SQL Server 2005
Launch a wizard to upgrade SQL Server 2000 or SQL Server 2005 to SQL Server 2008. Before you upgrade, you should run the Upgrade Advisor to detect potential problems.
Search for product updates
Search Microsoft Update for SQL Server 2008 product updates.
Microsoft SQL Server 2008

5. If all ‘Setup Support Rules’ have passed, click ‘OK’.



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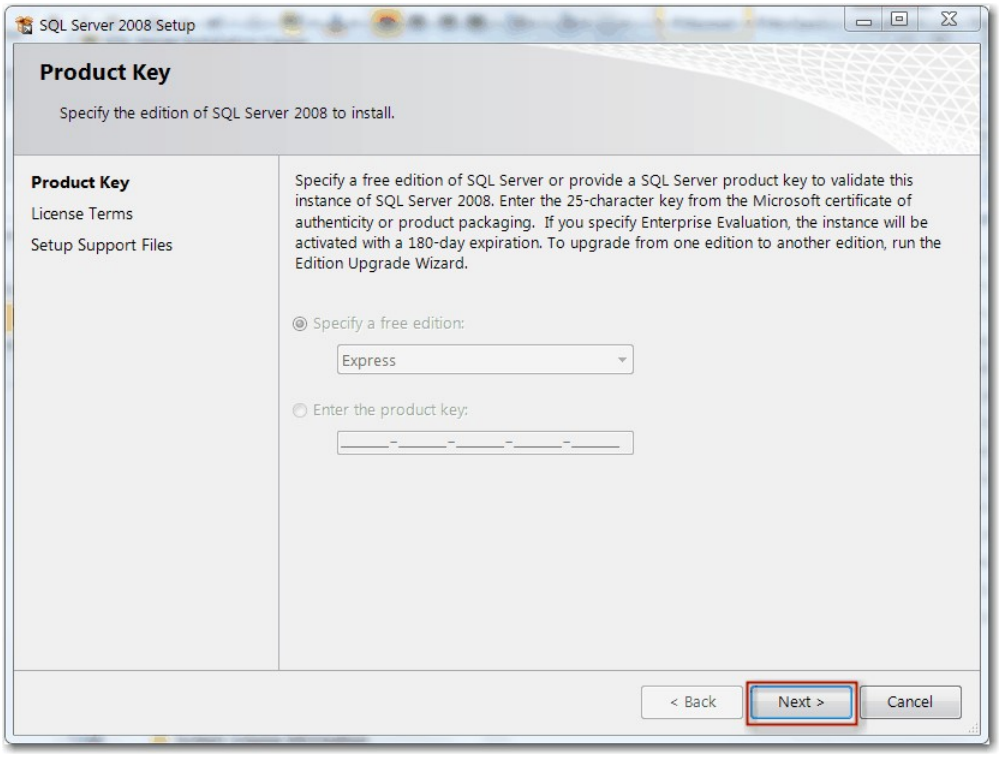
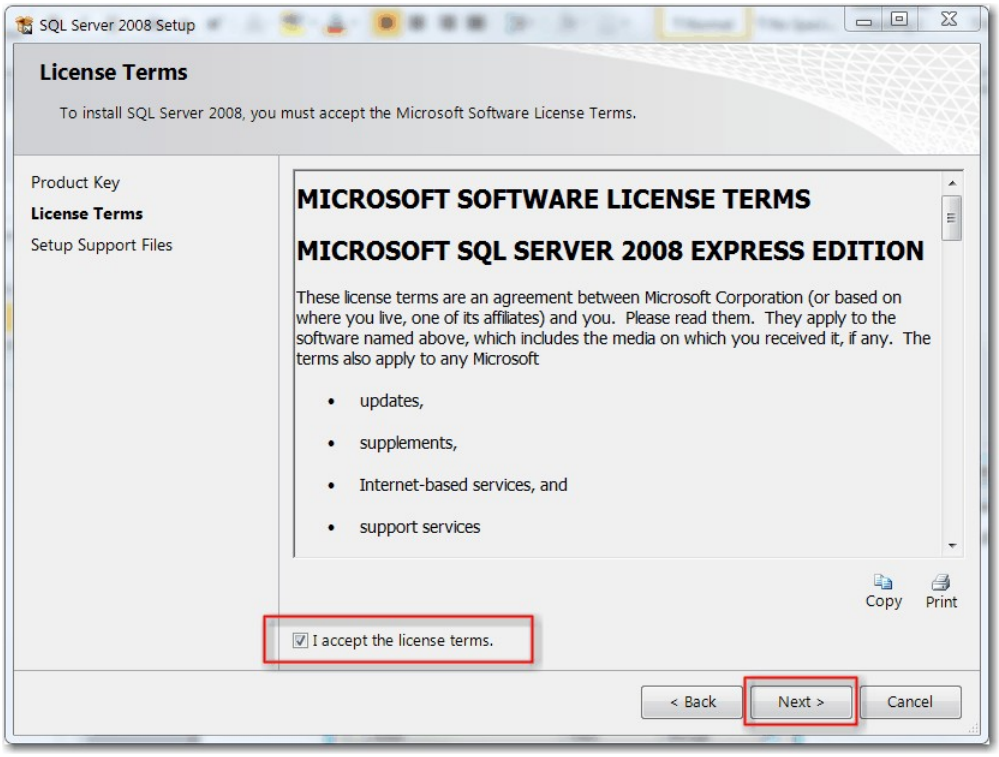
6. Click ‘Next’ when the installation asks you to specify the edition of SQL being installed. Because the edition is Express it will be automatically selected and disabled.


SQL Server 2008 Setup
Product Key
Specify the edition of SQL Server 2008 to install.
Product Key
License Terms
Setup Support Files
Specify a free edition of SQL Server or provide a SQL Server product key to validate this instance of SQL Server 2008. Enter the 25-character key from the Microsoft certificate of authenticity or product packaging. If you specify Enterprise Evaluation, the instance will be activated with a 180-day expiration. To upgrade from one edition to another edition, run the Edition Upgrade Wizard.
Specify a free edition:
Express
Enter the product key:
< Back
Next >
Cancel

7. Click the check box to accept the licensee terms and click 'Next'.


SQL Server 2008 Setup
License Terms
To install SQL Server 2008, you must accept the Microsoft Software License Terms.
Product Key
License Terms
Setup Support Files
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT SQL SERVER 2008 EXPRESS EDITION
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft
updates,
supplements,
Internet-based services, and
support services
Copy
Print
I accept the license terms.
< Back
Next >
Cancel

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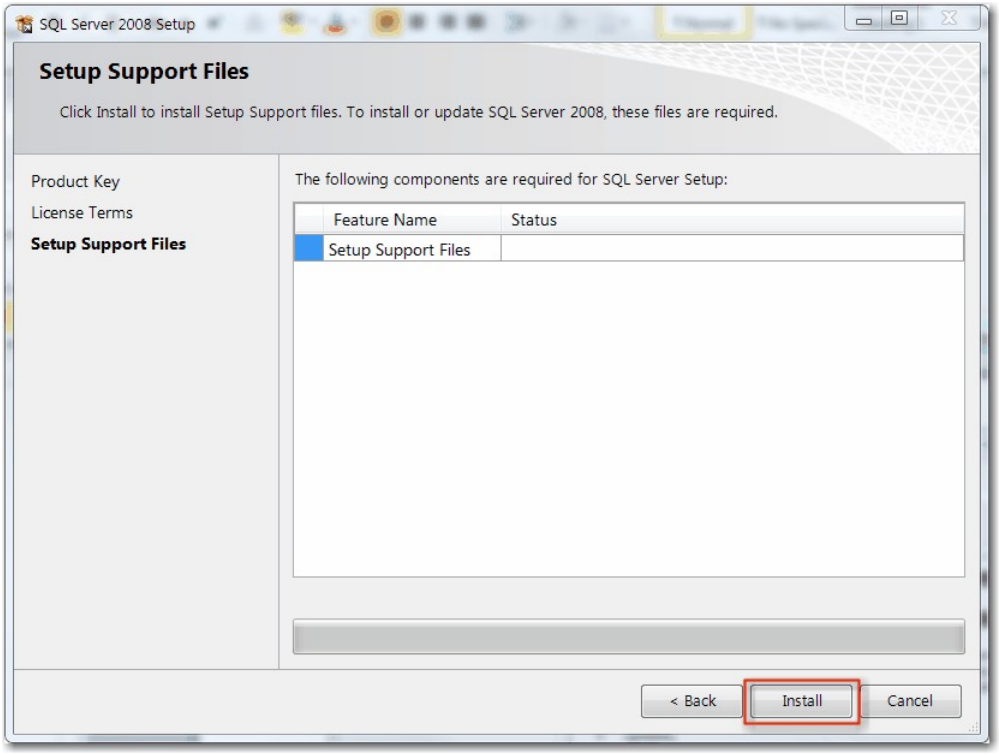
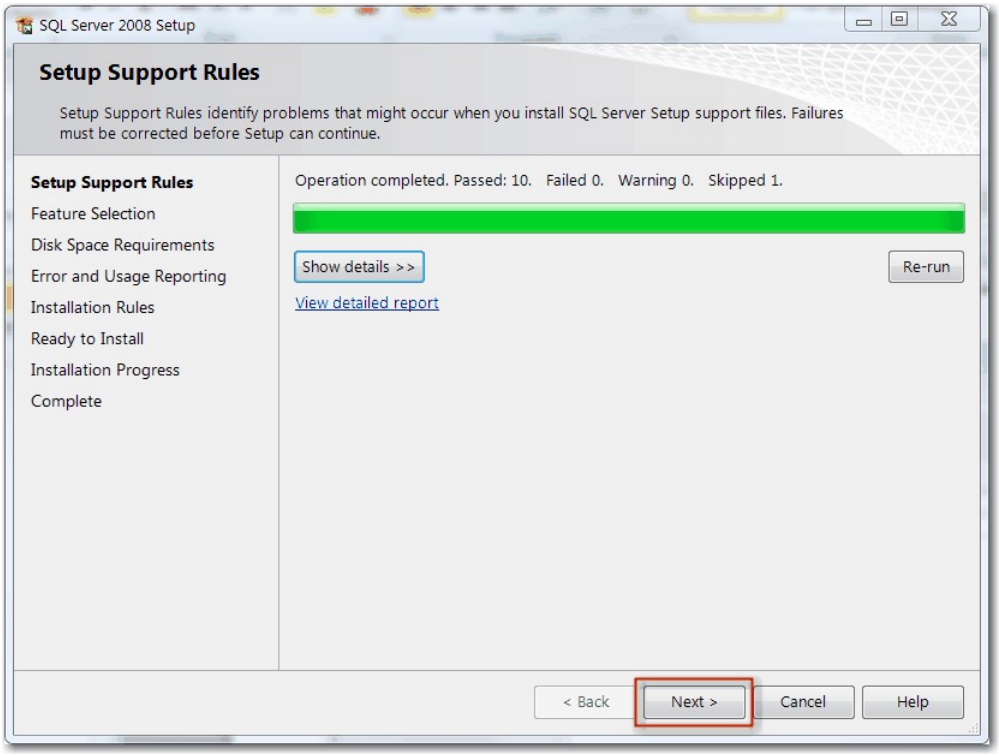
8. Click ‘Install’ to install any files needed by the SQL installation.



9. Please wait as any support files are installed. Click ‘Next’ after any support files have been installed.


SQL Server 2008 Setup
Setup Support Rules
Setup Support Rules identify problems that might occur when you install SQL Server Setup support files. Failures must be corrected before Setup can continue.
Setup Support Rules
Feature Selection
Disk Space Requirements
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Operation completed. Passed: 10. Failed 0. Warning 0. Skipped 1.
Show details >>
Re-run
View detailed report
< Back
Next >
Cancel
Help

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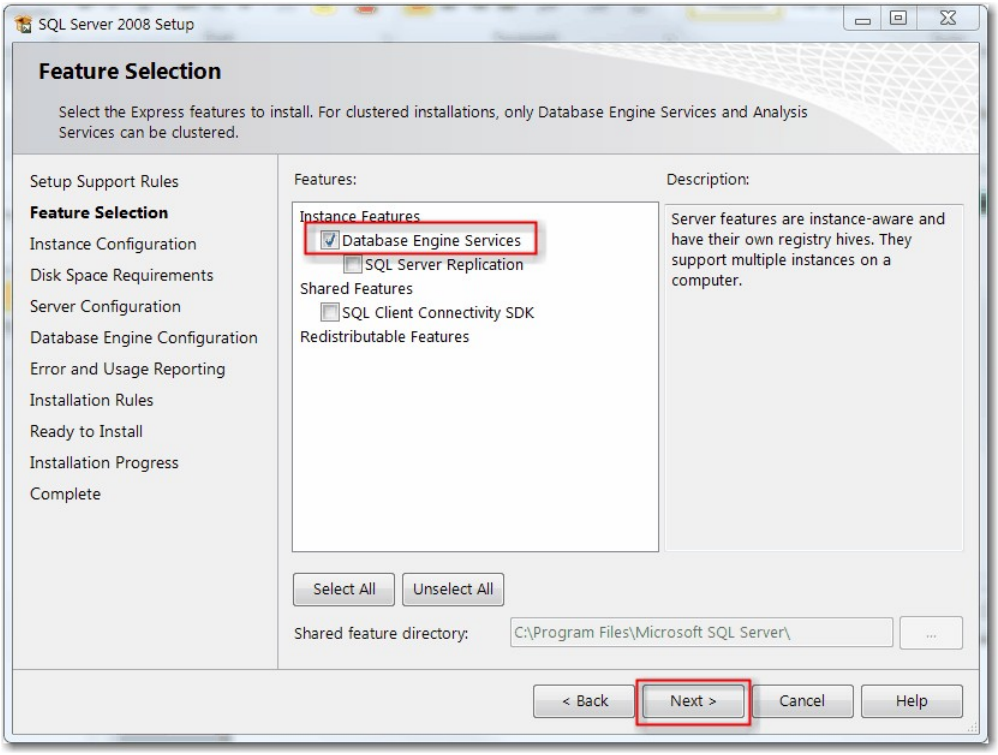
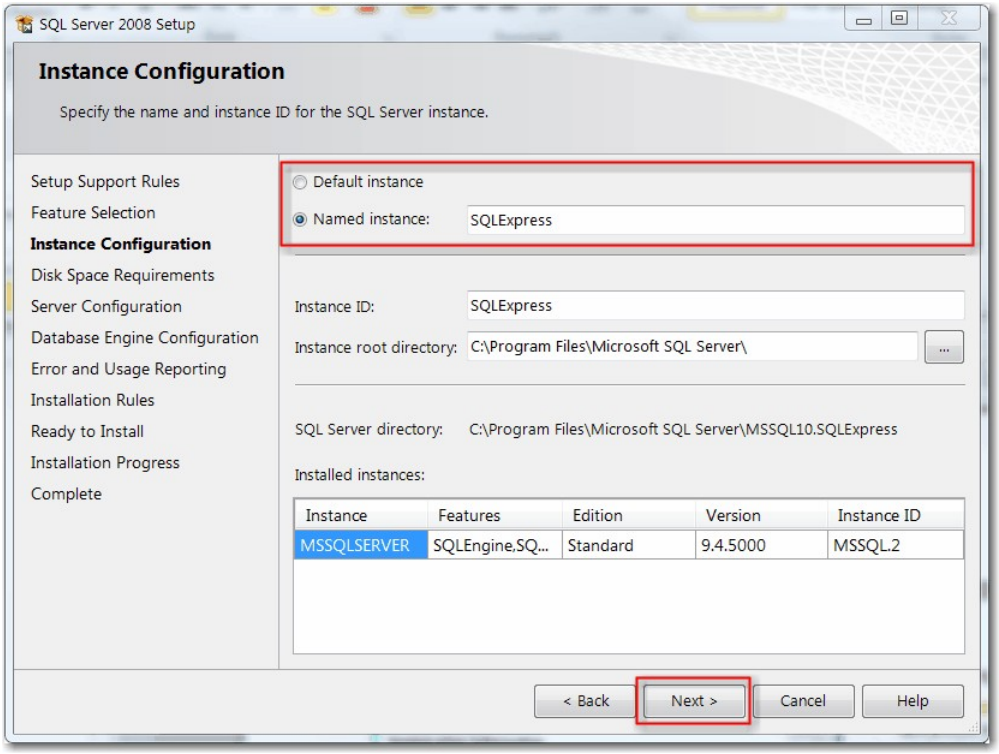
10.Select the ‘Database Engine Services’ check box and click ‘Next’



11.Enter a named instance or accept the default, then click ‘Next’.

IMPORTANT: This instance name will be used by Estate Master when creating and configuring a connection to the Estate Master Enterprise database



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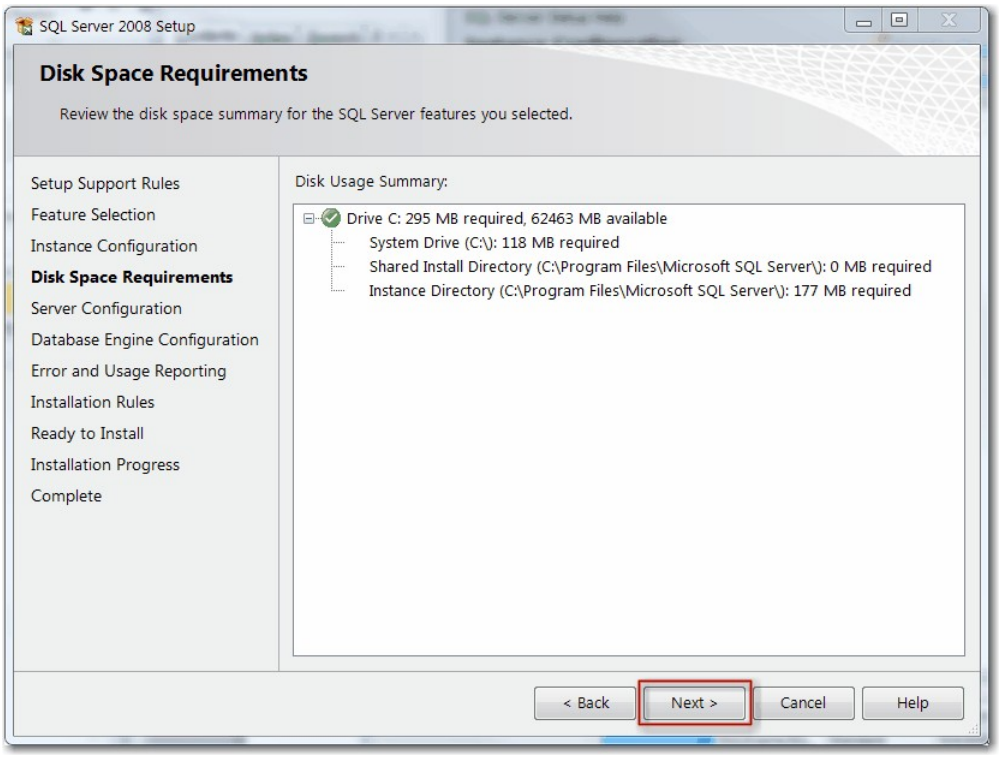
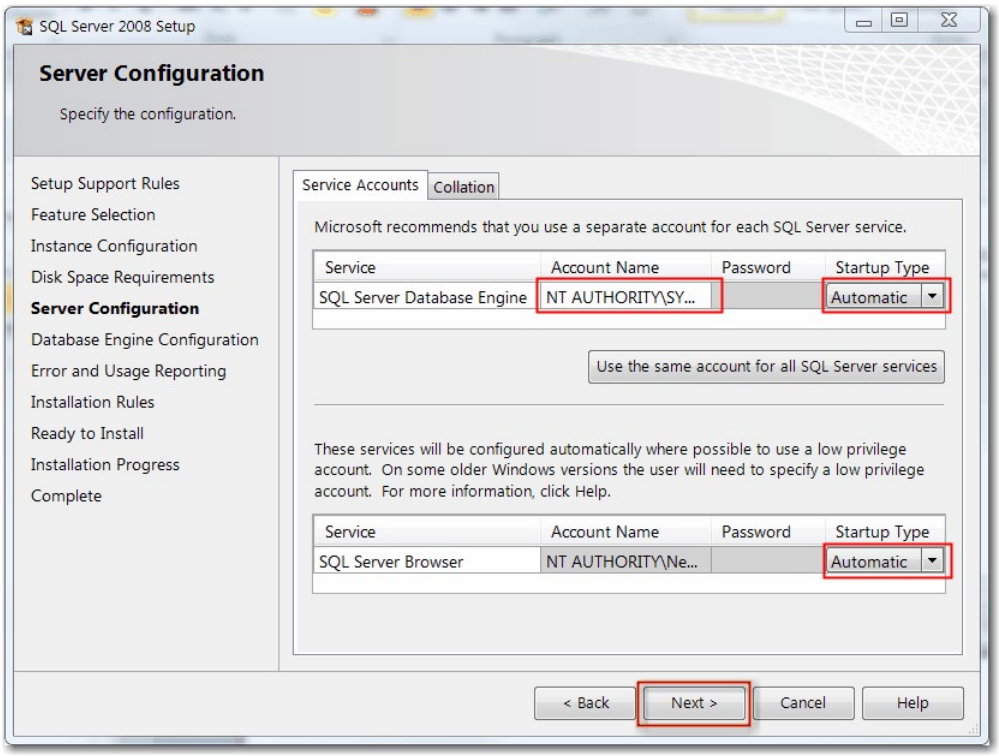
12. Click ‘Next’ if there is sufficient hard disk space to continue the installation.


SQL Server 2008 Setup
Disk Space Requirements
Review the disk space summary for the SQL Server features you selected.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Disk Usage Summary:
Drive C: 295 MB required, 62463 MB available
System Drive (C:\): 118 MB required
Shared Install Directory (C:\Program Files\Microsoft SQL Server\): 0 MB required
Instance Directory (C:\Program Files\Microsoft SQL Server\): 177 MB required
< Back
Next >
Cancel
Help

13. On the Server Configuration screen, ensure that the 'SQL Server Database Engine' is set to use the 'NT AUTHORITY\SYSTEM' account and has an Automatic 'Startup Type' and that the 'SQL Server Browser' also has an Automatic 'Startup Type'. Then click ‘Next’.



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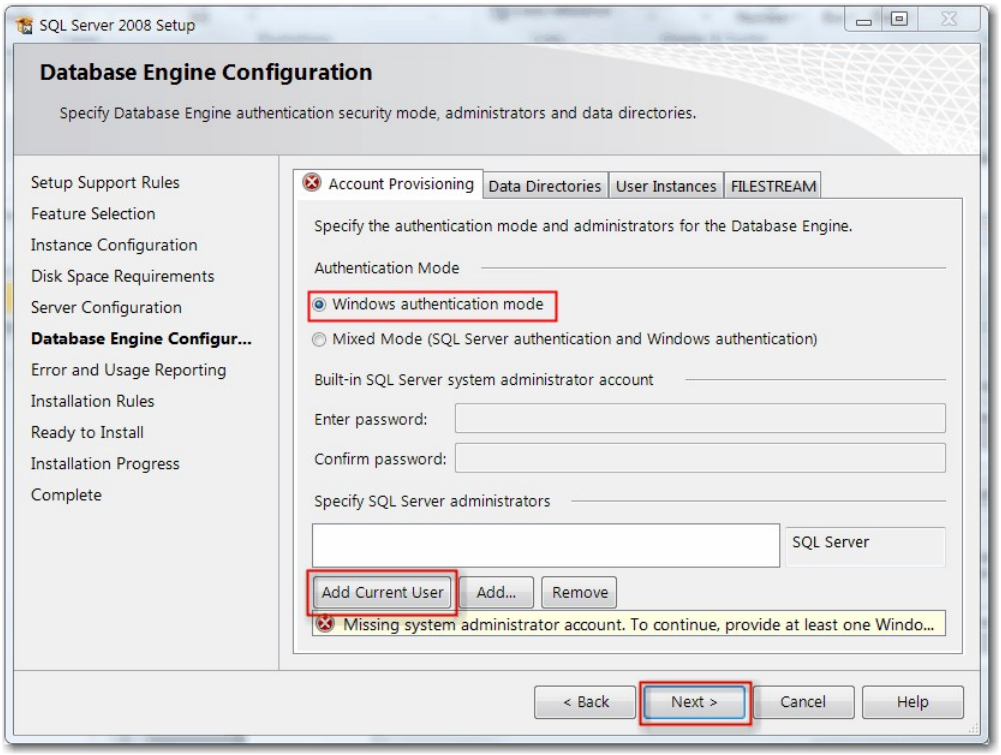
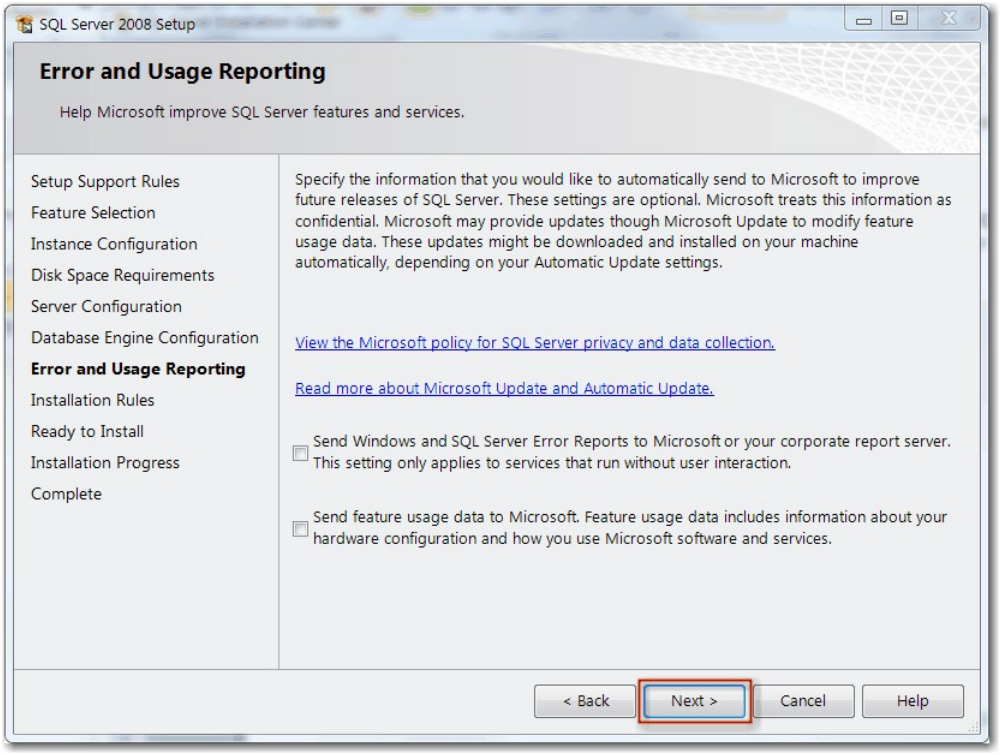
14. Ensure 'Windows Authentication mode' is selected then click ‘Add Current User’ to add the current user to the SQL Server Administrators group and click ‘Next’

IMPORTANT: At least one Windows account must be added to the SQL Server Administrators for the installation to continue.This will allow the current user to create the Estate Master Enterprise database on this machine.



15. Choose to participate in SQL Error and Usage Reports as you wish, and click ‘Next’.


SQL Server 2008 Setup
Error and Usage Reporting
Help Microsoft improve SQL Server features and services.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates though Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings.
View the Microsoft policy for SQL Server privacy and data collection.
Read more about Microsoft Update and Automatic Update.
Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction.
Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use Microsoft software and services.
< Back
Next >
Cancel
Help

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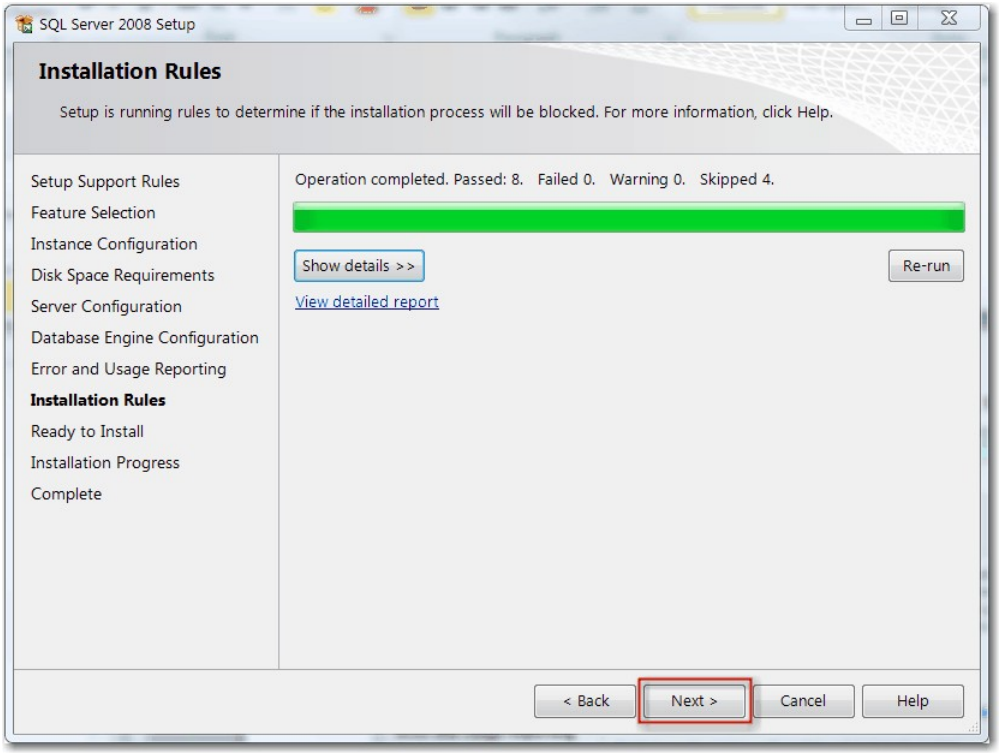
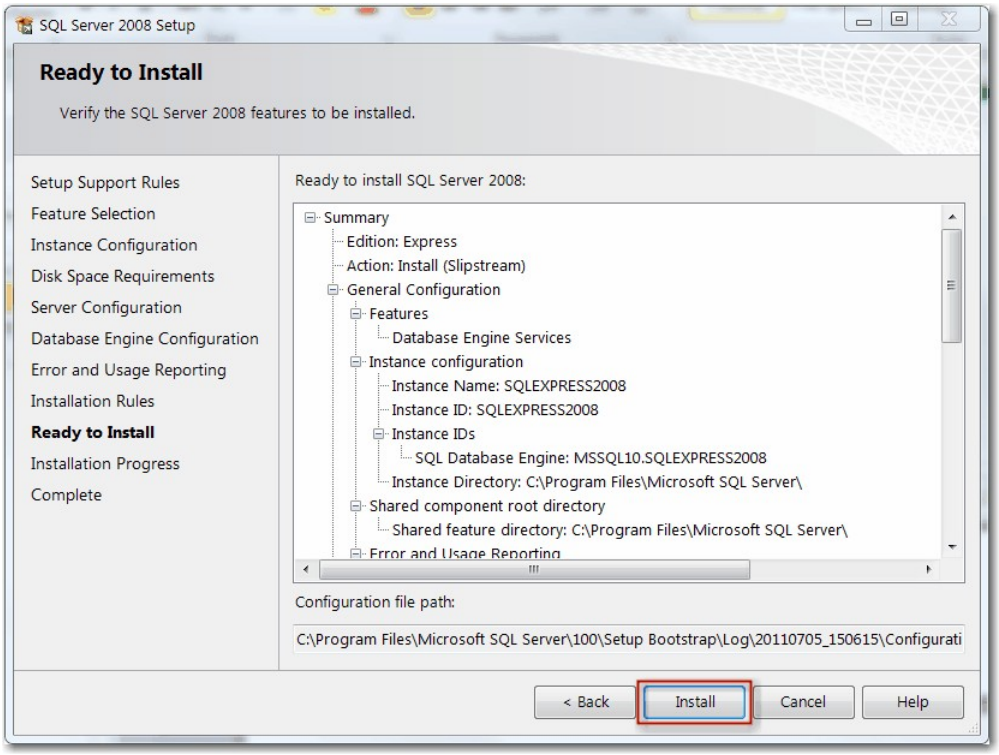
16. Once the installation rules have completed click ‘Next’.



17. The SQL installer will now start when you click ‘Install’. Please wait while SQL Express is installed



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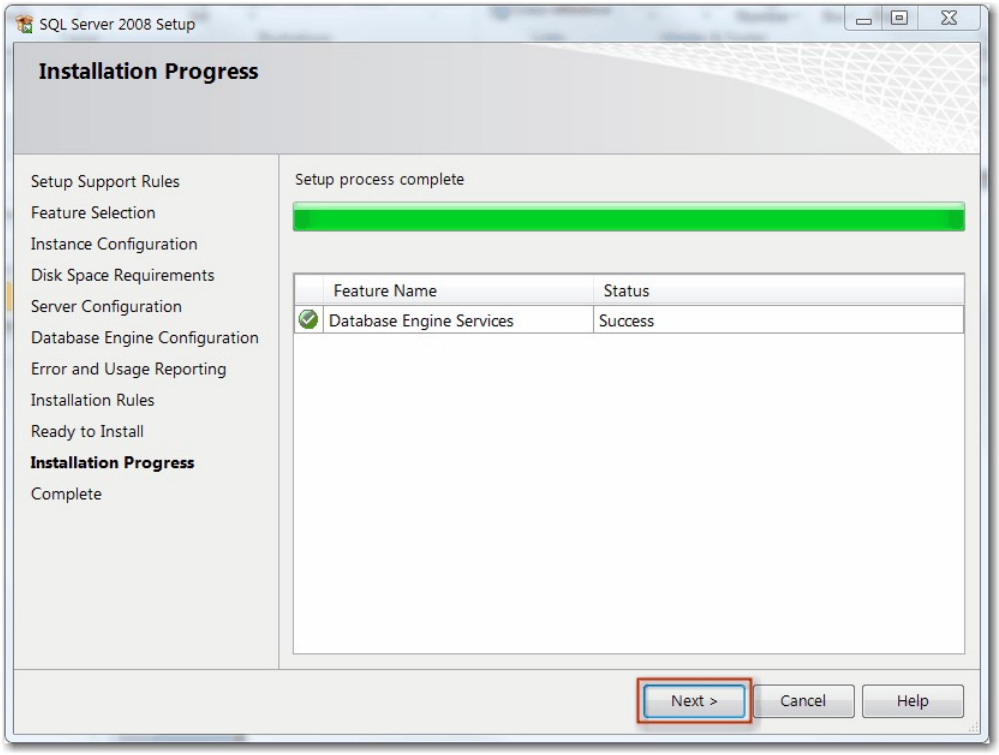
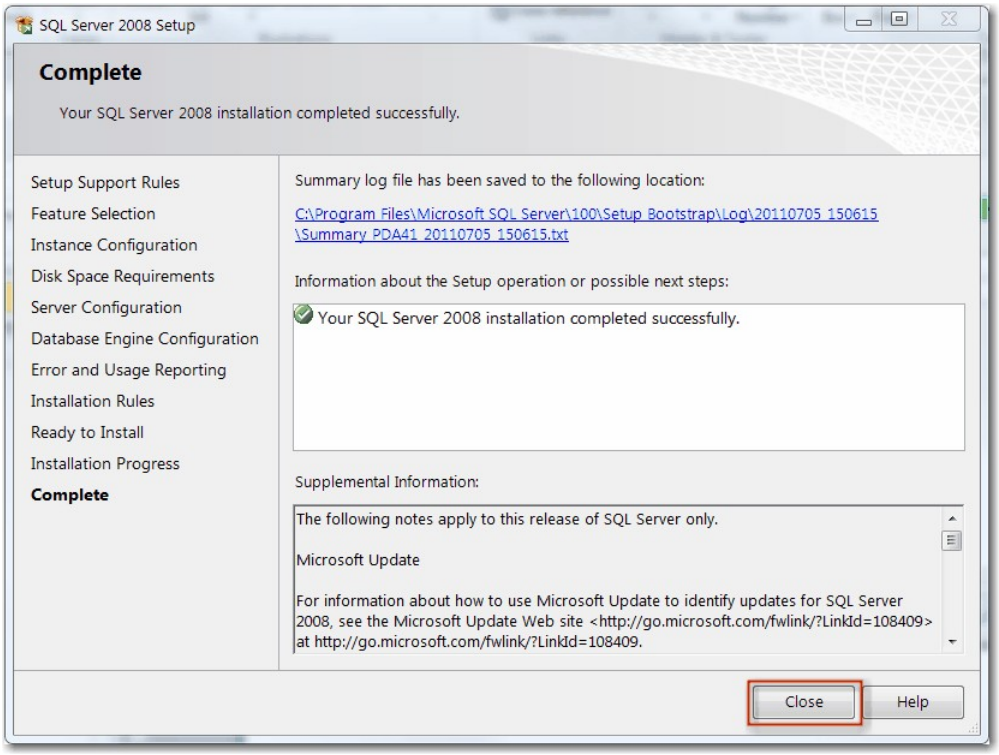
18.SQL should complete successfully install all components. Click ‘Next’.



19.Click ‘Close’ to complete the installation.


SQL Server 2008 Setup
Complete
Your SQL Server 2008 installation completed successfully.
Setup Support Rules
Feature Selection
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error and Usage Reporting
Installation Rules
Ready to Install
Installation Progress
Complete
Summary log file has been saved to the following location:
C:\Program Files\Microsoft SQL Server\100\Setup Bootstrap\Log\20110705_150615\Summary_PDA41_20110705_150615.txt
Information about the Setup operation or possible next steps:
Your SQL Server 2008 installation completed successfully.
Supplemental Information:
The following notes apply to this release of SQL Server only.
Microsoft Update
For information about how to use Microsoft Update to identify updates for SQL Server 2008, see the Microsoft Update Web site <http://go.microsoft.com/fwlink/?LinkId=108409> at http://go.microsoft.com/fwlink/?LinkId=108409.
Close
Help

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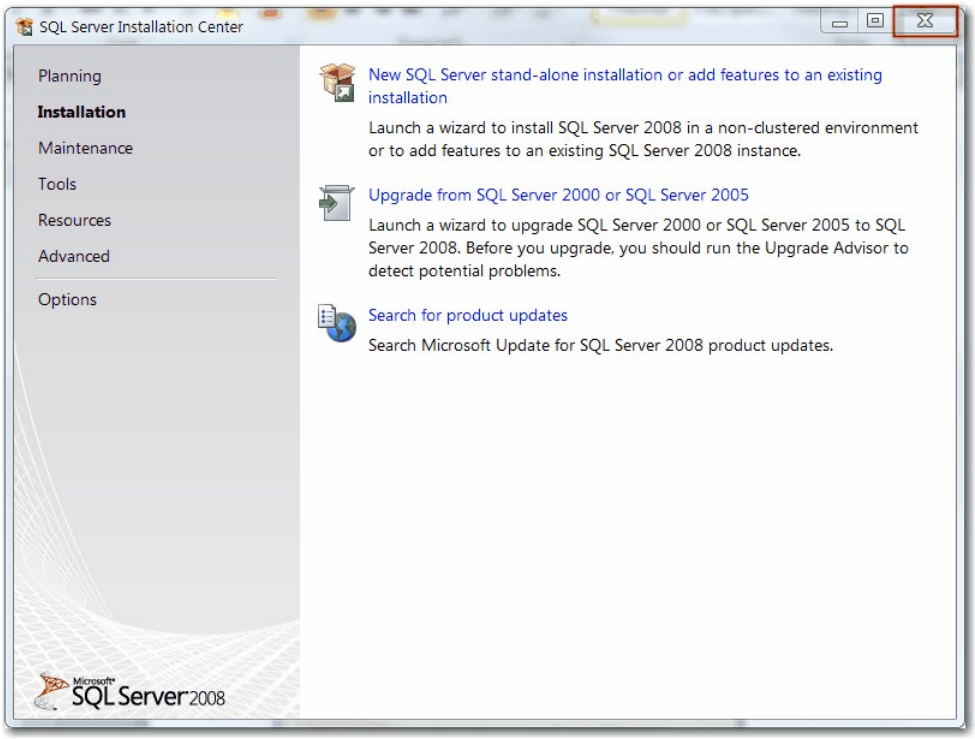
20.Close the ‘SQL Server Installation Centre’.


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Advanced
Options
New SQL Server stand-alone installation or add features to an existing installation
Launch a wizard to install SQL Server 2008 in a non-clustered environment or to add features to an existing SQL Server 2008 instance.
Upgrade from SQL Server 2000 or SQL Server 2005
Launch a wizard to upgrade SQL Server 2000 or SQL Server 2005 to SQL Server 2008. Before you upgrade, you should run the Upgrade Advisor to detect potential problems.
Search for product updates
Search Microsoft Update for SQL Server 2008 product updates.
Microsoft SQL Server 2008

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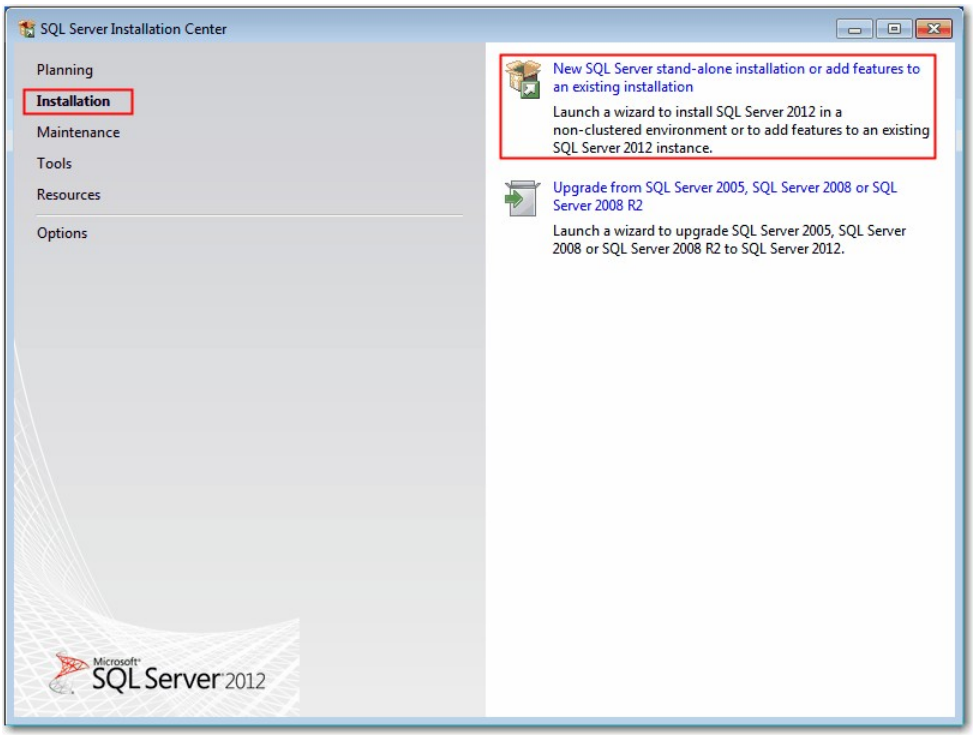
4.1.2 SQL Server Express 2012

1. Visit this page on the Estate Master website which contains the links to the latest versions of SQL Server Express 2008: http://www.estatemaster.net/page/sql_express_editions.html
2. Run the SQL Server 2012 Express setup, which is downloadable from the link above. This will start the ‘SQL Server Installation Centre’
3. On the 'Installation' screen, click ‘New SQL Server stand-alone installation or add features to an existing installation’.


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Options
New SQL Server stand-alone installation or add features to an existing installation
Launch a wizard to install SQL Server 2012 in a non-clustered environment or to add features to an existing SQL Server 2012 instance.
Upgrade from SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2
Launch a wizard to upgrade SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2 to SQL Server 2012.
Microsoft SQL Server 2012

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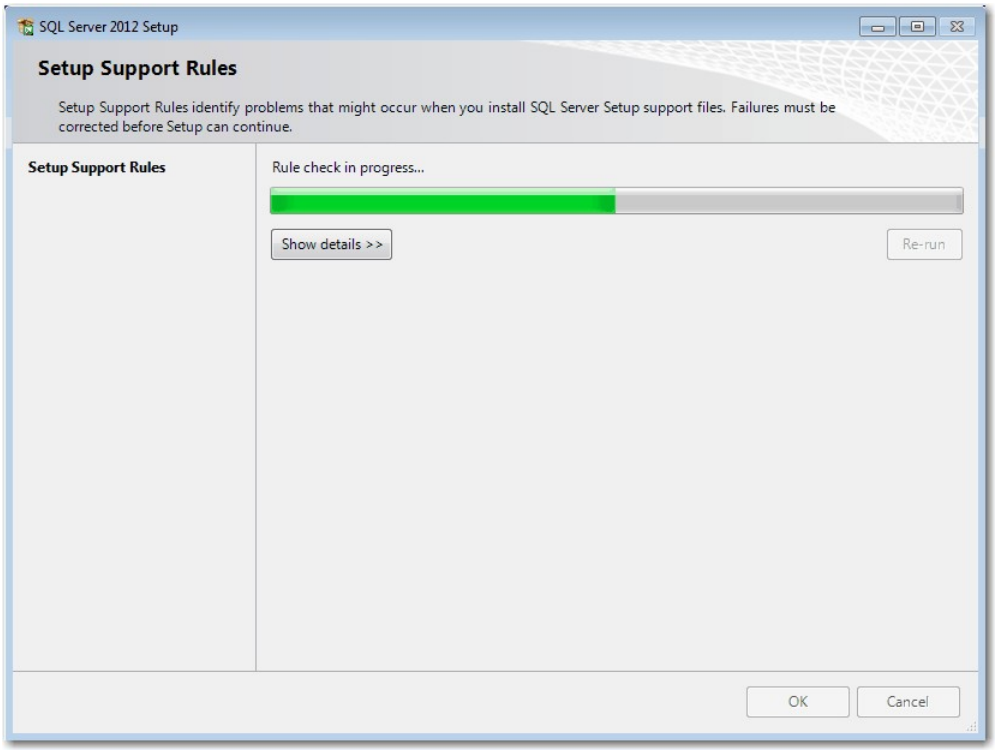
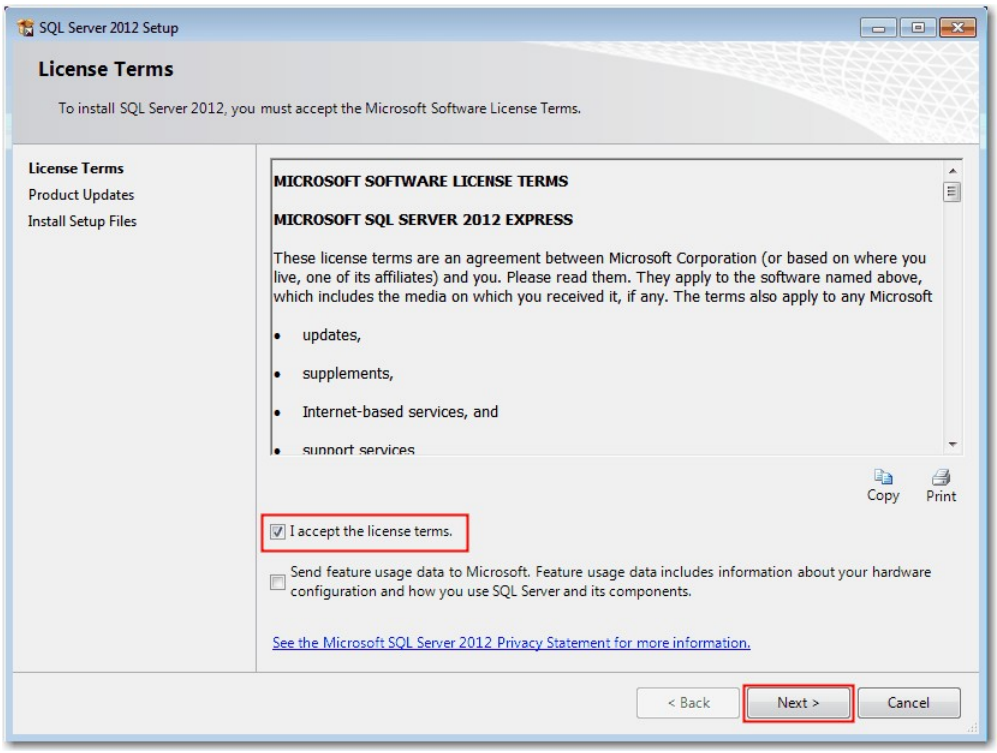
4. The installation will then check to ensure ‘Setup Support Rules’ have passed. If they have, it will automatically proceed to 'Product Updates' in step 6. If any fail, you will need to attend to them before proceeding.


SQL Server 2012 Setup
Setup Support Rules
Setup Support Rules identify problems that might occur when you install SQL Server Setup support files. Failures must be corrected before Setup can continue.
Setup Support Rules
Rule check in progress...
Show details >>
Re-run
OK
Cancel

5. Click the check box to accept the licensee terms and click 'Next'.


SQL Server 2012 Setup
License Terms
To install SQL Server 2012, you must accept the Microsoft Software License Terms.
License Terms
Product Updates
Install Setup Files
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT SQL SERVER 2012 EXPRESS
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft
updates,
supplements,
Internet-based services, and
support services
Copy
Print
I accept the license terms.
Send feature usage data to Microsoft. Feature usage data includes information about your hardware configuration and how you use SQL Server and its components.
See the Microsoft SQL Server 2012 Privacy Statement for more information.
< Back
Next >
Cancel

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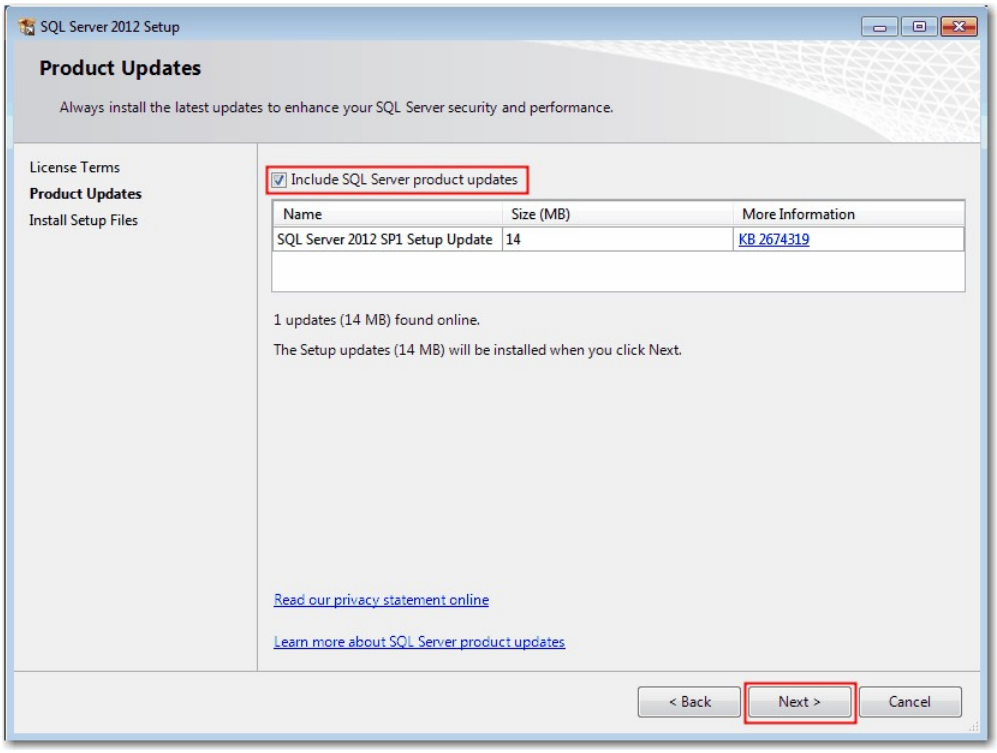
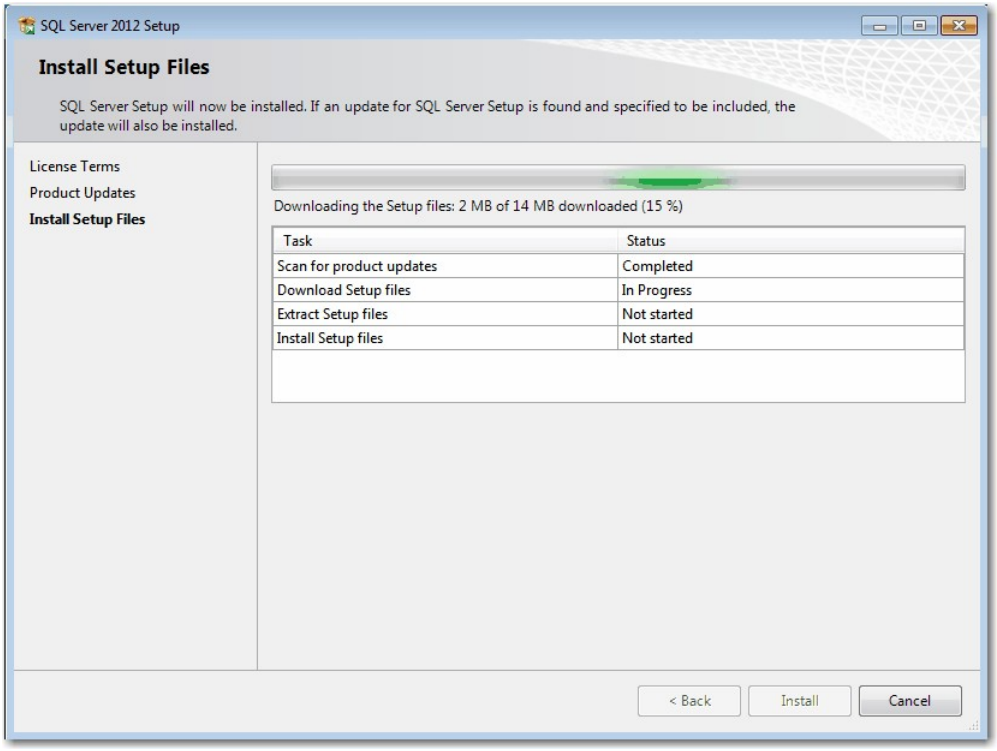
6. If the installation detected any product updates online, make sure 'Include SQL Server product updates' is selected, and press 'Next'.


SQL Server 2012 Setup
Product Updates
Always install the latest updates to enhance your SQL Server security and performance.
License Terms
Product Updates
Install Setup Files
Include SQL Server product updates
Name
Size (MB)
More Information
SQL Server 2012 SP1 Setup Update
14
KB 2674319
1 updates (14 MB) found online.
The Setup updates (14 MB) will be installed when you click Next.
Read our privacy statement online
Learn more about SQL Server product updates
< Back
Next >
Cancel

7. It will now proceed to download and install all necessary setup files.


SQL Server 2012 Setup
Install Setup Files
SQL Server Setup will now be installed. If an update for SQL Server Setup is found and specified to be included, the update will also be installed.
License Terms
Product Updates
Install Setup Files
Downloading the Setup files: 2 MB of 14 MB downloaded (15 %)
Task
Status
Scan for product updates
Completed
Download Setup files
In Progress
Extract Setup files
Not started
Install Setup files
Not started
< Back
Install
Cancel

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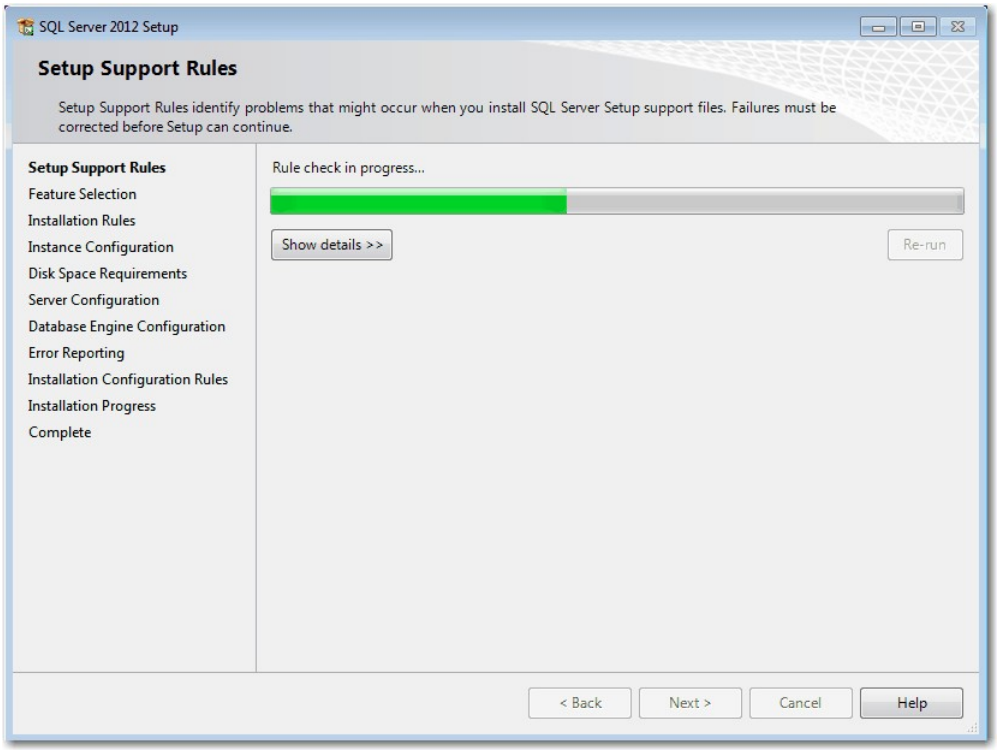
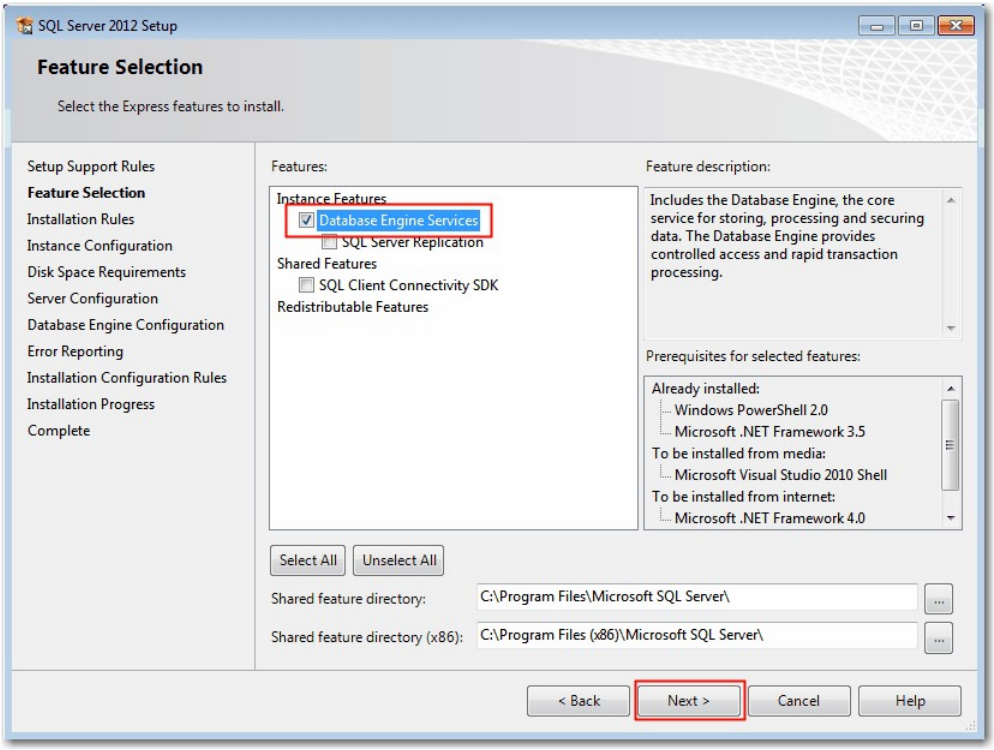
8. The installation will then check to ensure ‘Setup Support Rules’ have passed again. If they have, it will automatically proceed to 'Product Updates' in step 11. If any fail, you will need to attend to them before proceeding.



9. Select the ‘Database Engine Services’ check box and click ‘Next’



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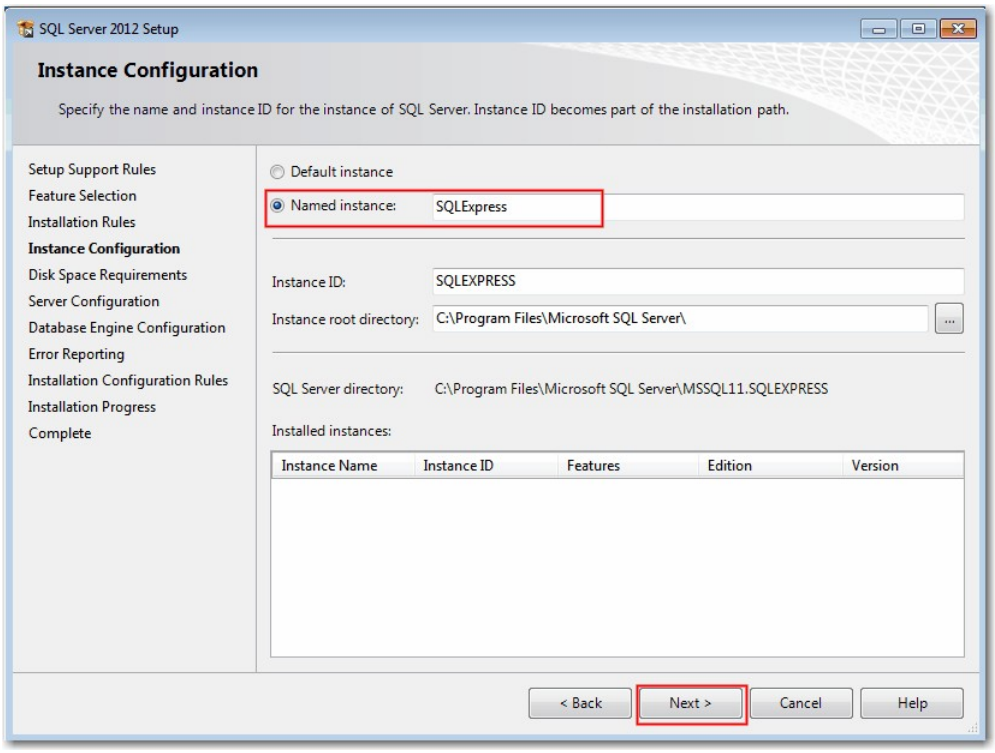
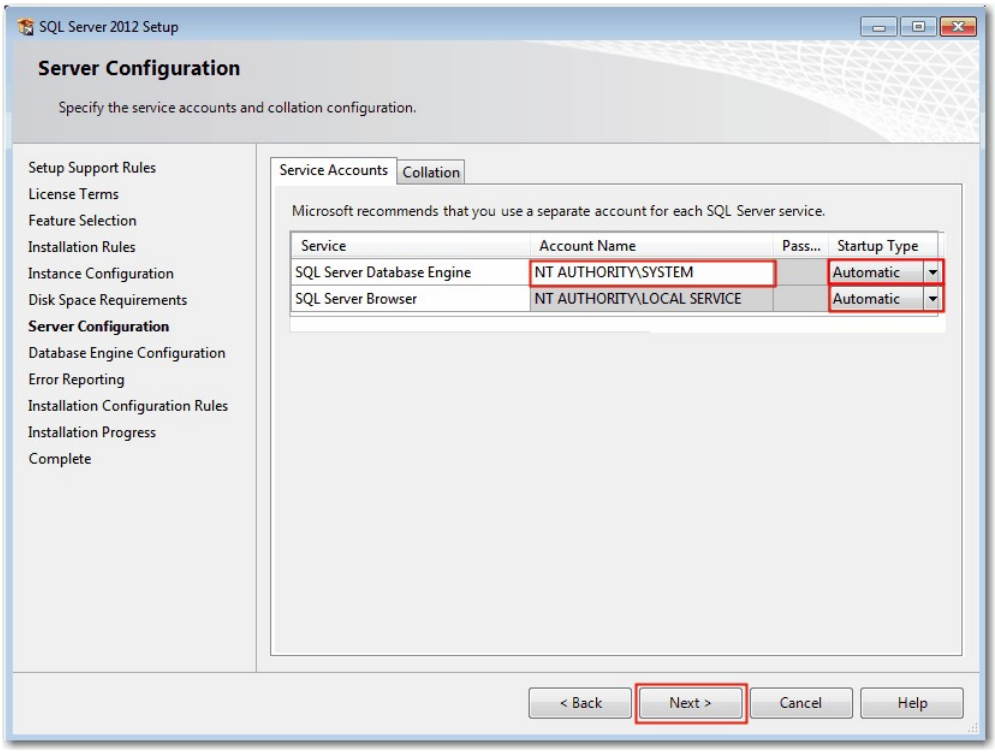
10. Enter a named instance or accept the default, then click ‘Next’.

IMPORTANT: This instance name will be used by Estate Master when creating and configuring a connection to the Estate Master Enterprise database



11. On the Server Configuration screen, ensure that the 'SQL Server Database Engine' is set to use the 'NT AUTHORITY\SYSTEM' account and has an Automatic 'Startup Type' and that the 'SQL Server Browser' also has an Automatic 'Startup Type'. Then click ‘Next’.



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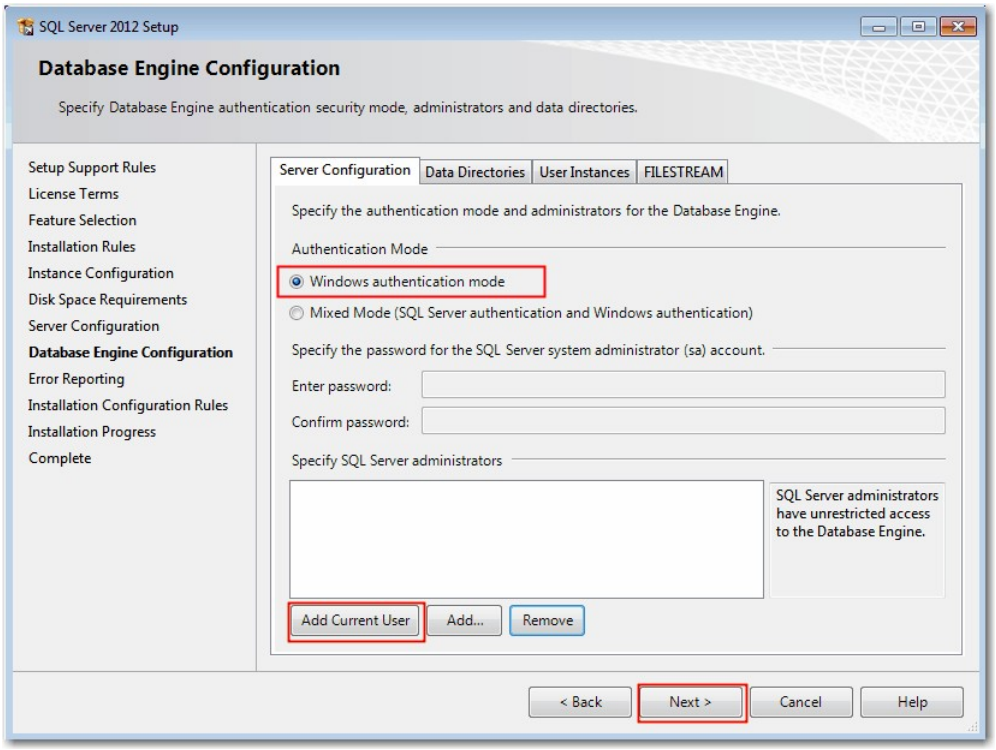
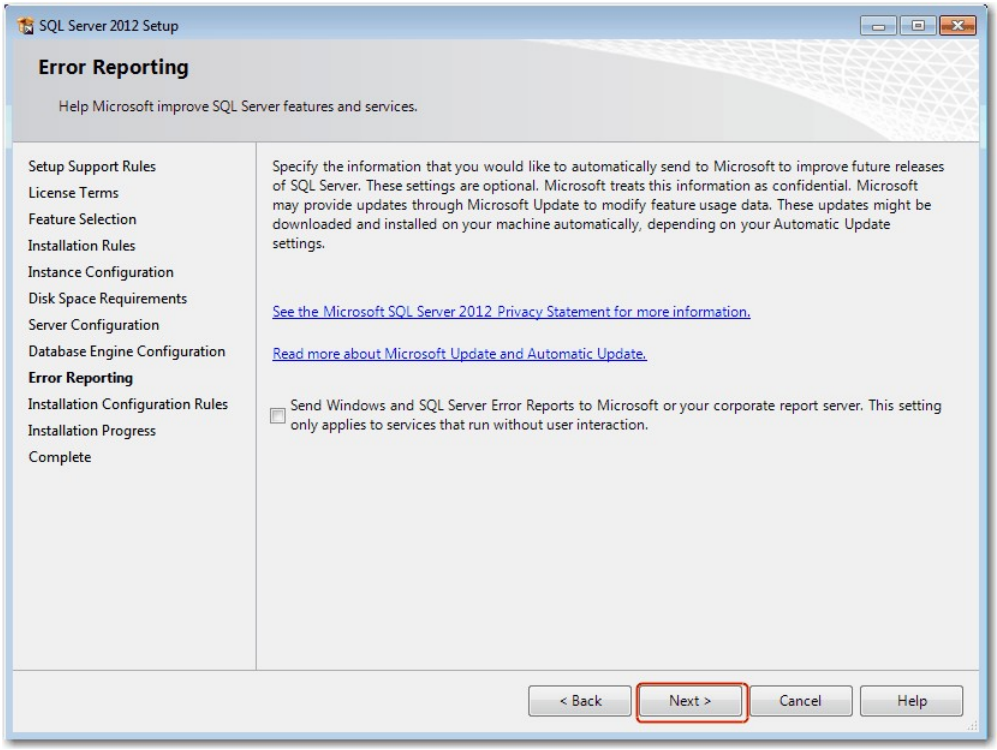
12. Ensure 'Windows Authentication mode' is selected then click ‘Add Current User’ to add the current user to the SQL Server Administrators group and click ‘Next’

IMPORTANT: At least one Windows account must be added to the SQL Server Administrators for the installation to continue.This will allow the current user to create the Estate Master Enterprise database on this machine.



13. Choose to participate in SQL Error and Usage Reports as you wish, and click ‘Next’.


SQL Server 2012 Setup
Error Reporting
Help Microsoft improve SQL Server features and services.
Setup Support Rules
License Terms
Feature Selection
Installation Rules
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error Reporting
Installation Configuration Rules
Installation Progress
Complete
Specify the information that you would like to automatically send to Microsoft to improve future releases of SQL Server. These settings are optional. Microsoft treats this information as confidential. Microsoft may provide updates through Microsoft Update to modify feature usage data. These updates might be downloaded and installed on your machine automatically, depending on your Automatic Update settings.
See the Microsoft SQL Server 2012 Privacy Statement for more information.
Read more about Microsoft Update and Automatic Update.
Send Windows and SQL Server Error Reports to Microsoft or your corporate report server. This setting only applies to services that run without user interaction.
< Back
Next >
Cancel
Help

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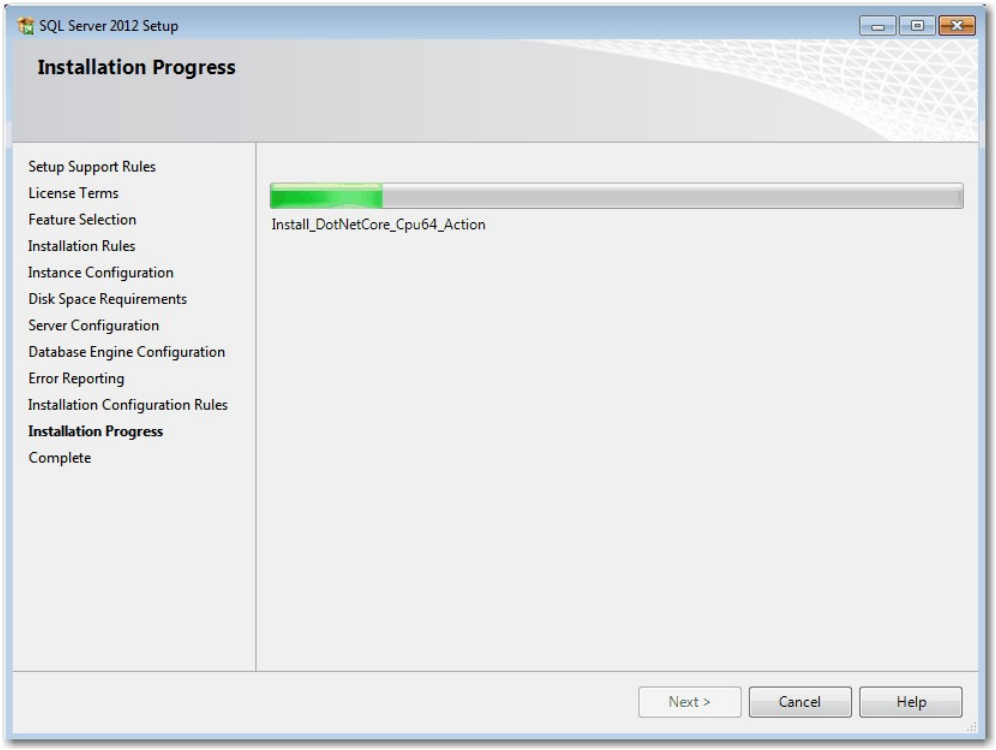
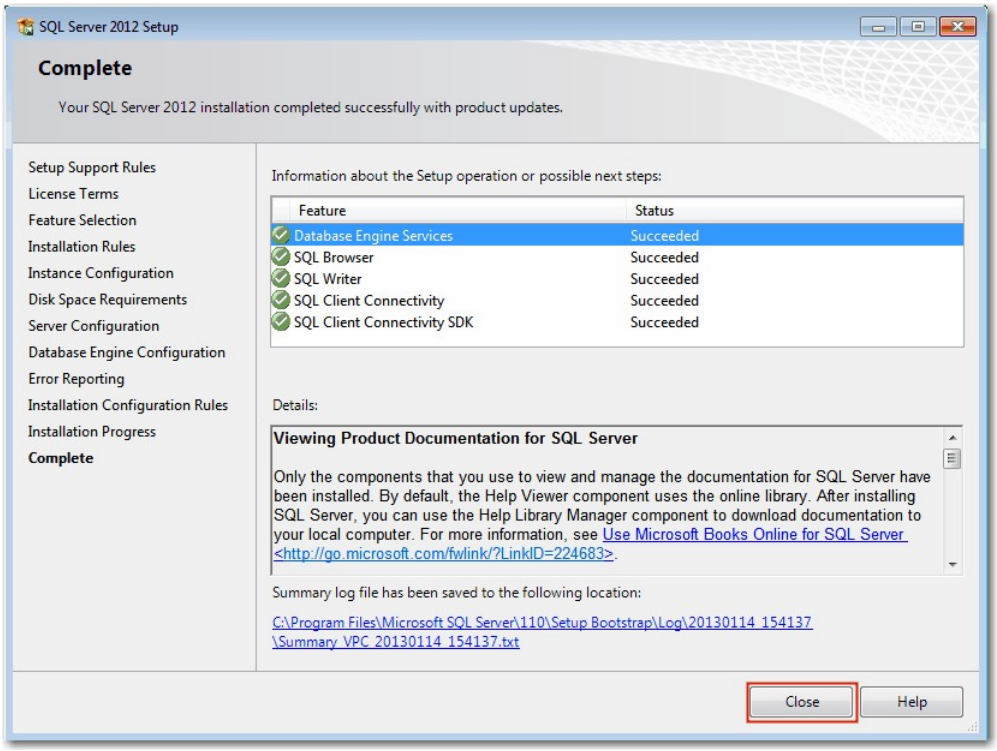
14. The installation process will then begin automatically.



15. Click ‘Close’ to complete the installation.


SQL Server 2012 Setup
Complete
Your SQL Server 2012 installation completed successfully with product updates.
Setup Support Rules
License Terms
Feature Selection
Installation Rules
Instance Configuration
Disk Space Requirements
Server Configuration
Database Engine Configuration
Error Reporting
Installation Configuration Rules
Installation Progress
Complete
Information about the Setup operation or possible next steps:
Feature
Status
Database Engine Services
Succeeded
SQL Browser
Succeeded
SQL Writer
Succeeded
SQL Client Connectivity
Succeeded
SQL Client Connectivity SDK
Succeeded
Details:
Viewing Product Documentation for SQL Server
Only the components that you use to view and manage the documentation for SQL Server have been installed. By default, the Help Viewer component uses the online library. After installing SQL Server, you can use the Help Library Manager component to download documentation to your local computer. For more information, see Use Microsoft Books Online for SQL Server <http://go.microsoft.com/fwlink/?LinkID=224683>.
Summary log file has been saved to the following location:
C:\Program Files\Microsoft SQL Server\110\Setup Bootstrap\Log\20130114_154137\Summary_VPC_20130114_154137.txt
Close
Help

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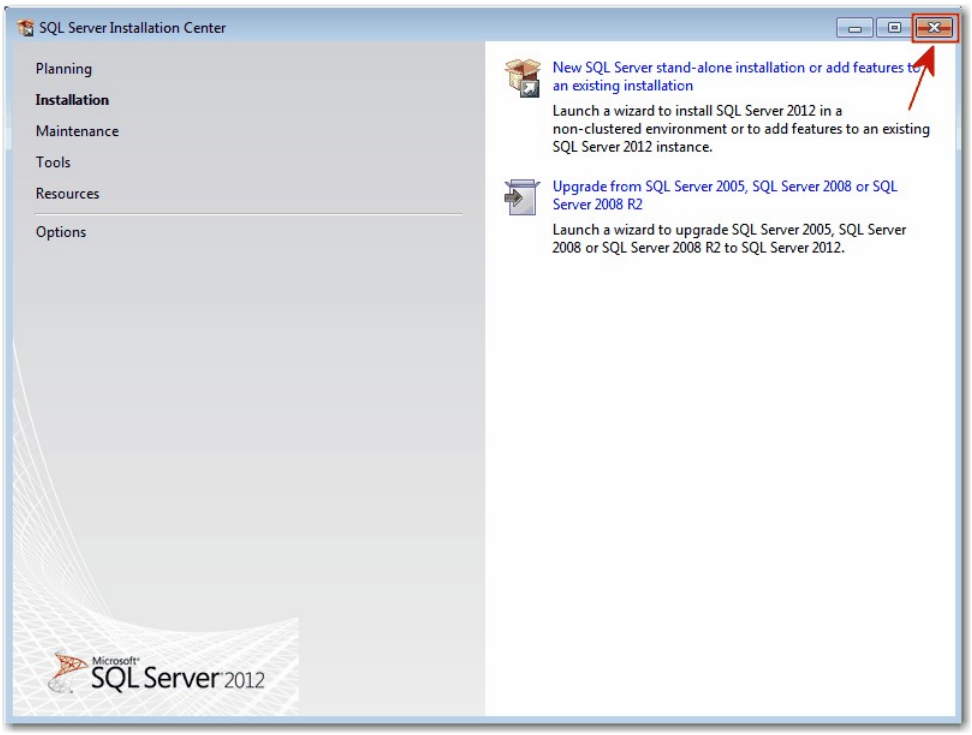
16.Close the ‘SQL Server Installation Centre’.


SQL Server Installation Center
Planning
Installation
Maintenance
Tools
Resources
Options
New SQL Server stand-alone installation or add features to an existing installation
Launch a wizard to install SQL Server 2012 in a non-clustered environment or to add features to an existing SQL Server 2012 instance.
Upgrade from SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2
Launch a wizard to upgrade SQL Server 2005, SQL Server 2008 or SQL Server 2008 R2 to SQL Server 2012.
Microsoft SQL Server 2012

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4.2 Permission Requirements

Permissions for Using the Enterprise Database

The following is a breakdown of specific minimum permissions required in SQL to use the Enterprise Database once it has been set up:

Basic User (Exporting and Importing)

- Insert, Edit, and Delete permissions in Tables and Views
- Execute permissions on Procedures and Functions

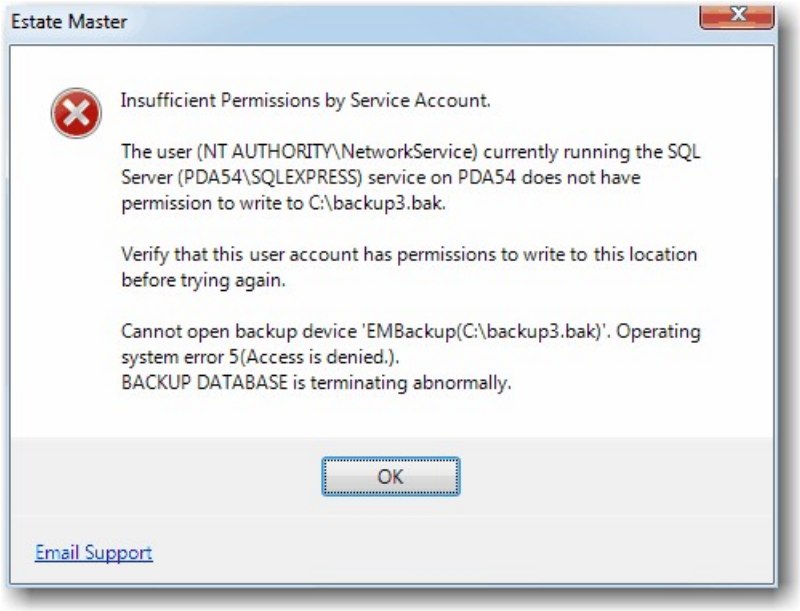
Admin User (Exporting, Importing and Database Upgrades)

- Insert, Edit, and Delete permissions in Tables and Views
- Execute permissions on Procedures and Functions
- Modify permissions on Objects (Tables, Stored Procedures, etc)

Permissions for Backing Up a Database

In order to backup a database, the user needs to have the proper permissions.

For example, if there are insufficient permissions while a user is trying to backup a database, they may get the following error message:


Estate Master
Insufficient Permissions by Service Account.
The user (NT AUTHORITY\NetworkService) currently running the SQL Server (PDA54\SQLEXPRESS) service on PDA54 does not have permission to write to C:\backup3.bak.
Verify that this user account has permissions to write to this location before trying again.
Cannot open backup device 'EMBackup(C:\backup3.bak)'. Operating system error 5(Access is denied.).
BACKUP DATABASE is terminating abnormally.
OK
Email Support

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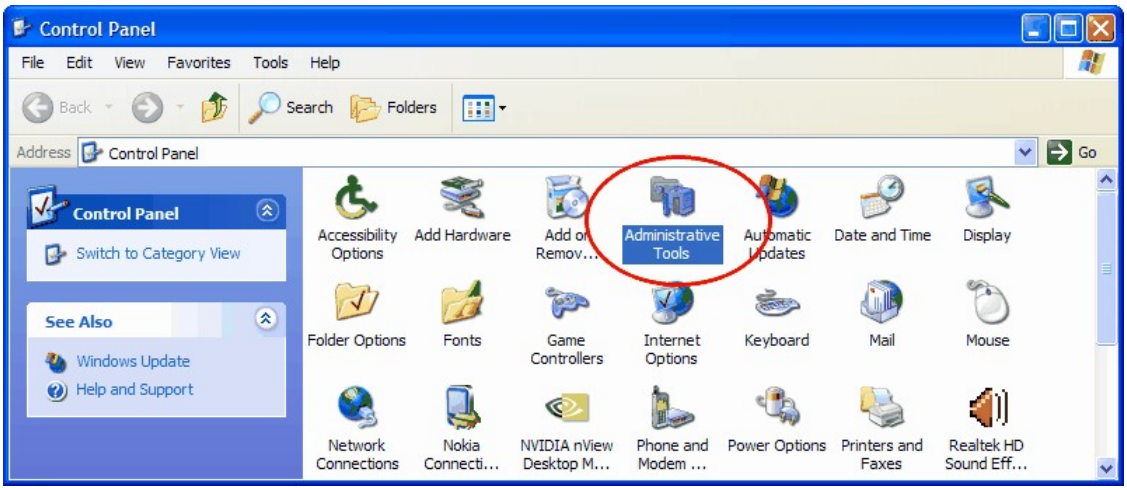
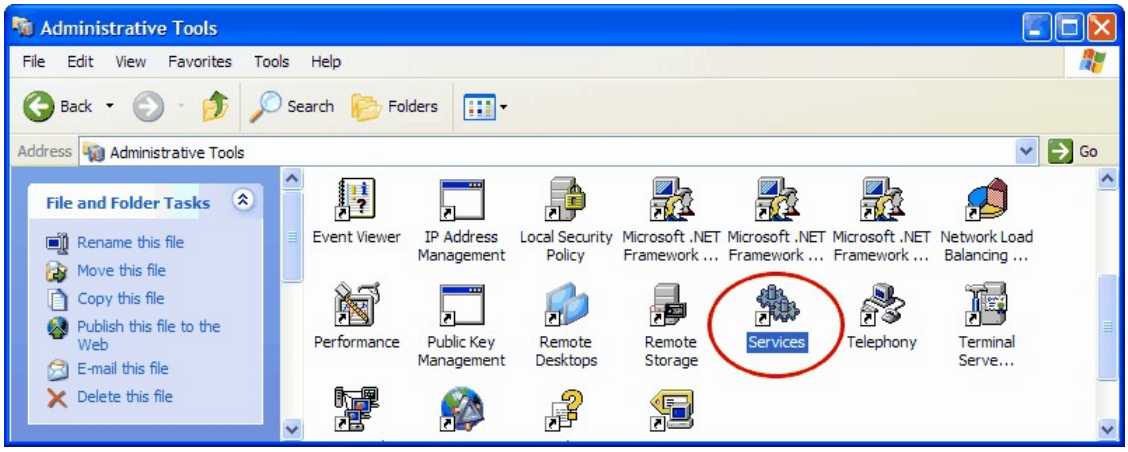
These permissions need to be adjusted in SQL.

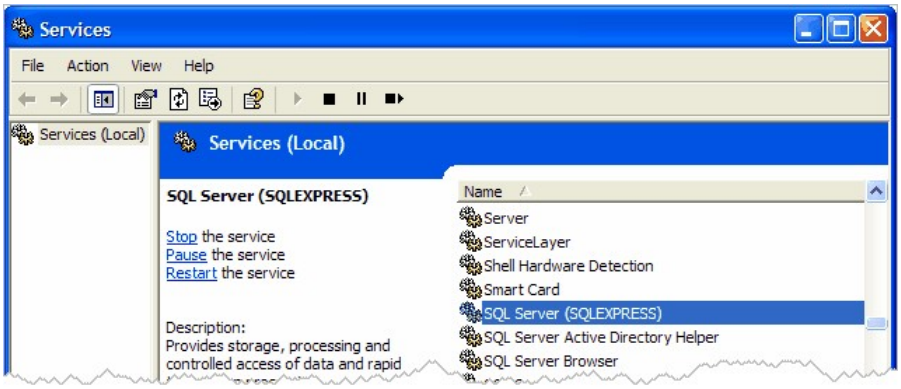
1. Go to Start > Control Panel > Administrative Tools.



2. Double click 'Services'.



3. Double click on SQL Server (SQL Express).



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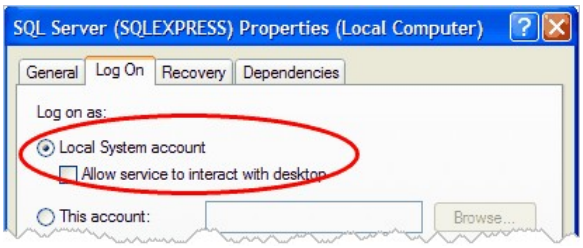
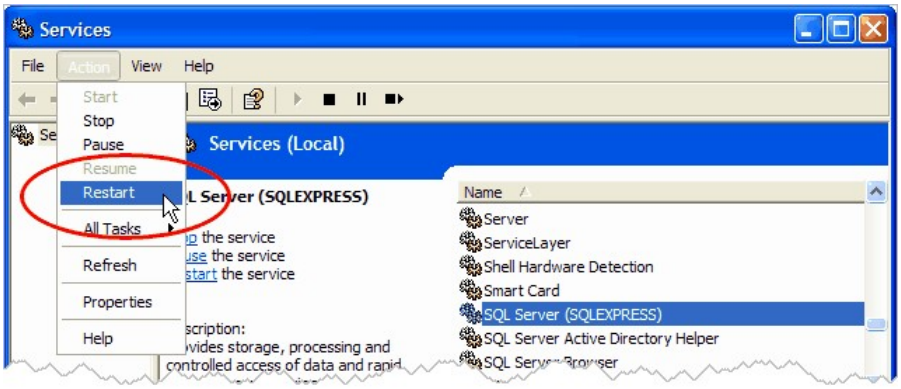
4. Click the ‘Log On’ tab and click the option 'Local System Account' and then click OK.



5. Restart the service by selecting SQL Server (SQLExpress) and then clicking ‘Restart’.



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4.3 SQL Replication

If there are multiple offices within an organisation that each house a server, an option may be to install the Estate Master Enterprise Database at each location and then synchronise it with a main central server using SQL Replication. This will allow users to connect to their own local Enterprise Database over a LAN and then have it synchronise over a WAN to the main database when there is less bandwidth activity (ie after hours).

SQL Replication is a set of technologies for copying and distributing data from one database to another and then synchronizing between databases to maintain consistency. Using replication, you can distribute Estate Master data to different locations, ideal for organisations that have many Estate Master users across multiple locations.

Types of Replication

Microsoft SQL Server provides the following types of replication for use in distributed applications, such as the Estate Master Enterprise Database:

- **Snapshot Replication**
  - The simplest type of replication.
  - Commonly used to provide the initial set of data and database objects.
  - Ideal when data changes infrequently, replicating small volumes of data, or changes are substantial but infrequent.
  - It takes an entire database, sends it to another server's database, overwriting the current data.
  - It doesn't overwrite the whole database, just the data from the initial database.
- **Transactional Replication**
  - Typically used in server-to-server environments.
  - Ideal when incremental changes to be propagated as they occur.
  - This type also takes a Snapshot, but after that replicates only the changed data from one system to another.
- **Merge Replication**
  - Typically used in server-to-client environments
  - Ideal when many users update the same data at various times and propagate those changes to other databases/users.
  - Ideal when users need to receive data, make changes offline, and later synchronize changes.
  - This takes a comparison between two databases and then transfers the differences between them.
  - You have the option of making one server the winner of any conflicts, or of having those conflicts stored so that you can resolve them manually.

The type of replication you choose for the Enterprise Database depends on many factors, including the physical replication environment, the type and quantity of data to be replicated, and how the data is to be updated.

For more information on how to setup and configure SQL Replication for the Estate Master Database, please refer to Microsofts MSDN website for documentation and tutorials: http://msdn.microsoft.com

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